

**TOWN OF WAYLAND**

# **WARRANT**



## **2025 ANNUAL TOWN MEETING**

**Monday, April 7, 2025**

**6:45 P.M.**

**PLEASE NOTE:**

**The location of the Annual Town Meeting  
will be the**

**WAYLAND HIGH SCHOOL FIELD HOUSE**

**DOORS OPEN AT 5:30pm**

## **ANNUAL TOWN ELECTION**

**April 1, 2025**

**Precincts 1, 2, 3 and 4**

**Town Building Gymnasium**

**VOTING HOURS: 7:00 A.M. TO 8:00 P.M**

**[www.wayland.ma.us](http://www.wayland.ma.us)**

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**NOTICE**

The Town of Wayland does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Wayland does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 (ADA).

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Wayland's designated Town Meeting ADA Compliance Coordinator.

Name:	Kelsi Power-Spirlet
Title:	Assistant Town Manager
Office Address:	41 Cochituate Road, Wayland MA 01778
Phone Number:	(508) 358-6821
Fax Number:	(508) 358-3627
TDD:	711
Days/Hours Available:	Monday, 8:00 a.m. to 7:00 p.m. Tuesday to Thursday, 8:00 a.m. to 4:00 p.m. Friday, 8:00 a.m. to 12:30 p.m.

Individuals who need assistance in seating for more effective communication are invited to make their needs and preferences known to the Town Meeting ADA Compliance Coordinator. Notification prior to Annual Town Meeting would be helpful.

## Be Prepared

If you plan on attending Town Meeting, please be aware of the following:

1. Parking at the High School will be limited to the 475 marked parking and 15 marked handicapped spaces. There will be **NO** parking allowed on any roadway or grass within school grounds. There will be people on site to assist residents and to help ensure that we utilize each and every space. Carpooling is strongly encouraged.
2. Once the High School parking lots are full, drivers will be directed to offsite parking at Wayland Middle School and other sites, as needed. Buses will transport residents from satellite parking lots to Town Meeting.
3. The doors will open at 5:30pm on Monday and 5:30pm on Tuesday to allow adequate time to check in and receive an electronic voting handset.
4. For everyone's safety, the maximum capacity of the Field House will be monitored and strictly enforced.
5. Seating in the Field House will be opened in sections, as needed. Public safety officials will open the rows from the front to the back as each section fills up. Please move in to fill each and every available seat. The bleachers will be available at any time.
6. If you arrive after Town Meeting has started, please be respectful and keep the noise from conversation to a minimum. Once you have received your handset, please move in to the arena and find a seat. For everyone's safety, congregating at the entrance and exits will not be allowed.
7. It is very important that you plan to arrive and check in as early as possible. **We recommend that you allow at least 30 minutes to park, be shuttled if needed, and to be checked in and receive your electronic voting remote.** Please note that Town Meeting will not be delayed for residents who arrive late and may be waiting in line when an article important to them comes up for a vote. The welcome teams will do everything reasonably possible to get people in to Town Meeting as swiftly as possible.
8. Fire and Police staff will be on duty each session of Town Meeting. If you have any issues, please seek out one of them for assistance.
9. Questions, concerns, complaints, or requests for information regarding handicap accessibility may be forwarded to Wayland's designated Town Meeting ADA Compliance Coordinator, Kelsi Power-Spirlet at (508) 358-6821, fax (508) 358-3627, or [kpowerspirlet@wayland.ma.us](mailto:kpowerspirlet@wayland.ma.us).

If you have specific questions on the logistics or attendance on April 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> (if necessary), please email the Police Chief, Edward Burman, at [eburman@wayland.ma.us](mailto:eburman@wayland.ma.us).

**TOWN OF WAYLAND**  
**2025 ANNUAL TOWN MEETING WARRANT**  
**With Report of the Finance Committee**

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\* Asterisk indicates articles proposed for Abbreviated Presentation Procedure

‡ Double Dagger indicates articles proposed for the Consent Calendar

**ABOUT TOWN MEETING****ADJOURNED MEETINGS**

It is anticipated that if adjourned meetings are necessary to complete action on this warrant, they will be held on the following dates and times, subject to Town Meeting approval:

April 8	–	Tuesday	6:45 p.m.
April 9	–	Wednesday	6:45 p.m.

and thereafter, as may be necessary, on dates as Town Meeting directs.

If you have any questions about the Articles, please attend **the Warrant Hearing on Monday, March 31, 2025 at 7:15 P.M.** at the Town Building. You may also call the Town Manager's office at (508) 358-6821 before Town Meeting.

**NOTICE REGARDING MOTIONS**

This warrant for Wayland Town Meeting is issued by the Select Board and is served upon all residents by mail to each household and by posting at the Town Building, the Wayland Public Library, the Cochituate Fire Station or the Cochituate Post Office, and at Happy Hollow School. It contains the agenda of subjects to be acted upon - the articles.

By state law, no action at the Town Meeting is valid unless the subject matter is contained in the warrant. This requirement means only that the subjects to be acted upon must be sufficiently stated in the warrant to apprise voters of the nature of the matters with which the meeting is authorized to consider. It does not require that the warrant contain an accurate forecast of the precise action that the meeting will take upon those subjects. A valid motion at Town Meeting may differ from the underlying article, but it must be within the scope of that article.

If you are in doubt about the action Town Meeting might take under an article, you should plan to attend Town Meeting.

**TOWN MEETING PROCEDURES**

Town Meeting functions best when all voters are familiar with its rules of procedure. A summary of those rules appears in the document, "The Moderator's Rules and Regulations Governing Wayland's Town Meetings" prepared by the Moderator and included as part of this warrant booklet. See Appendix A. Copies of the pamphlet, "The Moderator's Handbook for Wayland Town Meetings," are available at the Select Board's Office in the Wayland Town Building, or online at <https://www.wayland.ma.us/town-meeting/pages/annual-town-meeting-2025>.

**NO SMOKING NOTICE**

Voters are reminded that no smoking is permitted on school grounds.

## QUANTUM OF VOTE

The quantum of vote is specified in the warrant for each article.

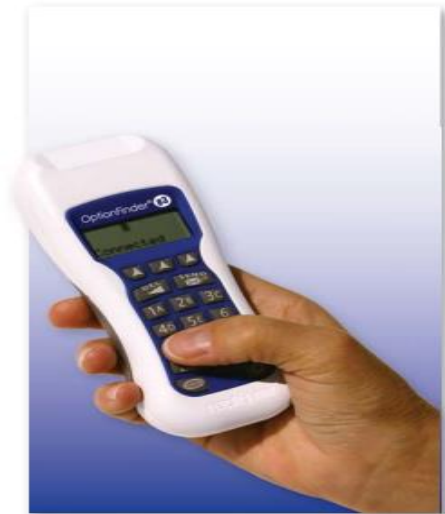
For those articles involving appropriations which are anticipated to be provided by taxation or from available funds or transferred funds previously appropriated for another purpose, a majority quantum of vote is indicated. For articles which are anticipated to be funded by borrowing, a two-thirds quantum of vote is indicated.

Certain articles request the action of Town Meeting under its general legislative powers (i.e., to hear and accept reports, to appoint a committee, to adopt a resolution or “sense of the meeting” vote, etc.), and in such cases no particular statute is referenced. Town Counsel has advised that, as a matter of common law precedent in Massachusetts, such matters are decided by a majority vote.

## HOW TO VOTE ELECTRONICALLY

During the May 2022 Annual Town Meeting, Wayland’s citizens approved a resolution endorsing the use of wireless electronic voting for all sessions of all town meetings through fiscal year 2027. Instead of shouting out *Aye* or *No*, raising our hands, or standing to be counted, we’ll use electronic handsets to register our votes quickly, accurately, and privately during the upcoming Annual Town Meeting.

The handsets look a bit like a TV remote control, but instead of pushing buttons to change channels, we push buttons to vote: the 1 button for *Yes*, or the 2 button for *No*. Your vote is displayed on your handset’s screen and wirelessly transmitted to a computer that counts votes and displays results for the Moderator to announce. Nothing but these totals is permanently recorded, so your vote will remain private. Town Meeting will be held in the High School Field House. You can use any check-in station; waiting in one line based on the first letter of your last name is no longer required. As you’re checking in, you’ll be issued a handset for your **exclusive** use during that session. Voting with a handset issued to anyone else is **strictly forbidden**.



If your phone, tablet, or laptop supports Wi-Fi, please disable this feature, as doing so will enhance performance of the electronic voting system.

Before each vote, the Moderator will summarize the motion or amendment being decided. She’ll then announce the beginning of a 30 second interval during which you can convey your vote, and a “voting light” near the Moderator will be illuminated. To vote *Yes*, push your handset’s 1 button while the “voting light” is illuminated. To vote *No*, push your handset’s 2 button while the “voting light” is illuminated. If you accidentally push the wrong button, you can change your vote by pushing the correct button while the “voting light” is illuminated. If you don’t want to participate in a particular vote, don’t push any buttons while the “voting light” is illuminated; if you don’t want to participate but accidentally push the 1 button or the 2 button, you can clear your unintentional vote by pushing the 3 button while the “voting light” is illuminated. When the 30 second interval is over, the “voting light” will be extinguished, and the Moderator will announce that the vote is complete; shortly thereafter, the Moderator will announce the results. You should check-in at least 5 minutes before a vote to be certain that your handset can be used in that vote. If pushing your handset’s 1 button or 2 button during a vote produces a *can’t vote yet* message

on its display, please alert the Moderator, and then go to the Help Desk, where you'll be provided with a paper ballot to record your vote.

If you inadvertently turn your handset off by pushing the power button in its lower-right corner, its display will be blank; push the power button briefly to turn your handset back on. Pushing any of your handset's other buttons during the voting interval will not change your vote, but for peace of mind, your handset will encourage you to *Re-Vote*; push the 1 button for *Yes* or the 2 button for *No*.

If you temporarily leave your seat during the meeting, please keep your handset with you. If you're visiting the restroom, you can leave your handset with the Exit Desk staff. When you leave the Field House or Auditorium – either during a session or at the close of a session – please place your handset in one of the bins at the Exit Desks. If you forget to turn in your handset, we'll give you a call the next day and ask you to return it.

Every handset will be tested before each session of Town Meeting, so the probability of a handset failing is very low. That said, if pushing your handset's 1 button or 2 button during a vote does not produce an *Yes* or *No* on its display, please alert the Moderator, and then go to the Help Desk, where you'll be provided with a paper ballot to record your vote, and you'll be issued a new handset. We don't expect this to happen, but like the Boy Scouts, we'll be prepared.

If you're physically unable to use a handset to vote, inform the person who checks you in, and you'll be seated in an area where your votes will be manually counted by Help Desk personnel. If you're wondering how much radio energy is used by a handset to convey your vote wirelessly, it's less than 1% that of a typical cell phone and only for brief instants, employing the same frequencies used for Wi-Fi wireless internet access.

ELVIS: Wayland's Electronic Voting Implementation Subcommittee





## REPORT OF THE FINANCE COMMITTEE

The Finance Committee presents its annual report to Town Meeting per Town Code Chapter 19, Section 2: Town Finances. The Code instructs the Finance Committee to prepare and present to Annual Town Meeting (ATM) the Omnibus Operating Budget and 5-year Capital Plan recommendations. This report also includes general financial information, as well as financial concerns, recommendations and outlook as viewed by the Finance Committee.

Overall, Wayland continues to be a financially strong community in the Commonwealth of Massachusetts, with an Aaa bond rating by Moody's Investors Service. This is an indicator of financial stability and allows the Town to borrow for capital projects at the most favorable interest rates. The Aaa rating reflects the Town's stable tax base, strong wealth and income levels, a conservative approach to budgeting and expense management, progress towards addressing long-term liabilities for pension and other post-employment benefits (OPEB), and a responsible debt position.

Wayland's annual budget continues to grow, driven by an inflationary environment, and the need to attract and retain qualified employees and to maintain and upgrade infrastructure as the Town seeks to meet the needs of residents, students and employees.

As Wayland's residents span a broad range of fiscal means, one of the goals of the Finance Committee is to balance the desires of residents for a range of services with their ability to pay for those services. Notably, the preponderance of funds (approximately 85%) is derived from property taxes paid primarily by single-family residents.

***FY26 Budget Highlights and Challenges Ahead:*** The proposed FY26 Operating Budget totals \$107.9 million, vs. \$104.3 million in FY25, an increase of \$3.6 million or a 3.49% year over year (YoY) increase vs. a 4.61% YoY increase in FY25. The expected Tax Levy is \$92.5 million in FY26 vs. \$89.3 million in FY25, or a 3.61% YoY increase in FY26 vs a 5.14% YoY increase in FY25.

The FY26 Capital Budget totals \$12.9 million, with approximately one-third of this amount funding two significant Water projects, neither of which were in the five-year Capital Plan recommended last year, and school HVAC replacements, the remainder of the Capital Budget funds road and sidewalk improvements, vehicles for DPW and the fire department, as well as the maintenance and improvement of various infrastructure across both Town and Schools departments.

The Town's excess levy capacity has been narrowing in recent years. As a result, Wayland will likely face operating overrides in FY27-29 and beyond and should immediately start planning strategically to address the issue. The Town could have faced an override in FY26, but through thoughtful planning over the summer and work by the School department leadership, the Town Manager, and the Finance Director, the FY26 budget remains within the limits of Proposition 2 ½. This was no small effort, and the Finance Committee recognizes this work that has left the town with projected unused levy capacity at the end of FY26 of approximately \$1.5 million. At the beginning of the summer, the unused levy was forecasted to be negative several hundred thousand dollars. The Town Manager and Finance Director exerted planning and budget discipline with department heads, including choosing not to use incremental increases in the unused levy attributable to higher than anticipated state aid, new growth, local receipts, etc., and lower than anticipated health care premiums, in order to create an FY26 Operating Budget that produces the projected unused levy of approximately \$1.5 million noted above.

***Overview of Report:*** This report begins with a review of the Town's current position regarding its Proposition 2 ½ Levy Limit. It then reviews the FY26 Operating and Capital Budget recommendations, including recommendations for funding these budgets. The Capital Budget section includes a discussion of recommended capital spending over the next five years, including the ongoing efforts related to the infrastructure for the Town's long-term water supply, and a brief discussion of our need to look beyond the typical 5-year capital plan to include important projects that will impact the Town over the next ten to twenty

years, e.g., at least one new or renovated elementary school, and substantial renovations, to, or replacement of the Town Building. The report concludes with ongoing concerns and recommendations.

**Proposition 2 ½ and Levy Limit:** Like all towns in Massachusetts, Wayland is subject to Proposition 2 ½ (Prop 2 ½). The State legislation went into effect in 1982 and constrains the annual tax levy a municipality may impose to support its financial operations, i.e., the Levy Limit. According to Prop 2 ½ requirements, the current year Tax Levy may not exceed the prior year's Levy Limit plus the sum of (i) 2 ½% of the prior year's Levy Limit, (ii) the current year's New Growth, and (iii) the current year's cost of "excluded debt;" altogether known as the Maximum Levy Limit (Max Levy Limit). New Growth reflects potential tax revenue typically generated from improvements to existing properties or new development. Excluded debt reflects the cost of debt service for capital expenditures approved by the voters at the ballot box.

The Town's excess levy capacity (the Max Levy Limit less the Tax Levy) has been narrowing the last several years (see Table 1). Excess levy capacity totaled approximately \$4.1 million in FY23, and \$4.4 million in FY24. In FY24, the Town benefited from higher new growth, primarily from the Alta Oxbow project, which was recognized in FY23 and FY24, and efforts to manage the tax levy. In FY25, based on the approved budget, the excess levy capacity decreased to \$2.2 million and is estimated to fall to approximately \$1.5 million at the conclusion of FY26, reflecting the inflationary environment, minimal State aid increases and a return to a more "normalized" limited rate of New Growth. (For more information on Prop 2 ½, see: [Proposition 2½ and Tax Rate Process | Mass.gov](#))

An operating override is required once the Max Levy Limit is breached; then, the Town must vote at the ballot box to approve any Tax Levy increases exceeding the Max Levy Limit. If the vote fails, the Tax Levy is limited to the Max Levy Limit, with any overages being managed through cuts from the proposed budget so that the Tax Levy fits within the Max Levy Limit. As noted, the Town will almost certainly face operating overrides in FY27-FY29 and beyond (see Table 1).

**Table 1: Levy Limit and Excess Levy Capacity**

					Potential Override Amount		
(\$ is 000s)					\$750	\$1,500	
	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026 E</u>	<u>FY 2027 E</u>	<u>FY 2027 E</u>	<u>FY 2027 E</u>
Operating Budget	\$ 92,679	\$ 99,726	\$ 104,324	\$ 107,962	\$ 112,040	\$ 112,790	\$ 113,540
	4.46%	7.60%	4.61%	3.49%	3.78%	4.47%	5.17%
Tax Levy	\$ 80,213	\$ 84,942	\$ 89,305	\$ 92,529	\$ 96,477	\$ 97,227	\$ 97,977
	3.97%	5.90%	5.14%	3.61%	4.27%	5.08%	5.89%
<u>Levy Limit</u>							
Prior Year Levy Limit	\$ 77,742	\$ 80,567	\$ 84,083	\$ 86,743	\$ 89,411	\$ 89,411	\$ 89,411
2.5% Growth Allowance	1,944	2,014	2,102	2,168	2,235	2,235	2,235
Proposition 2 1/2 Override	0	0	0	0	0	750	1,500
New Growth	881	1,502	558	500	500	500	500
Levy Limit	80,567	84,083	86,743	89,411	92,146	92,896	93,646
Debt Exclusion	3,764	5,263	4,797	4,646	4,331	4,331	4,331
Maximum Levy Limit	84,331	89,346	91,540	94,057	96,477	97,227	97,977
Excess Levy Capacity	\$ 4,118	\$ 4,404	\$ 2,235	\$ 1,528	\$ 0	\$ 0	\$ 0

Source: FY22-FY25, Mass DOR Division of Labor Services; FY26 & FY27 Estimated, Town estimates

Table 1 presents three possible scenarios for FY27. If an ongoing budget increase can be moderated to 3.5-3.7%, which does not appear likely based on the current forecast, the Town may be able to avoid an operating override for another year. The two columns on the far right of the table make the point that higher budget increases in FY27 because of an anticipated increase in debt service attributable to FY25 and FY26 capital projects, the impact of FY27-FY29 collective bargaining negotiations, completion of the Town's wage and classification study, and potential increases in special education or healthcare costs, could result in increases to the Operating Budget and result in operating overrides. None of these scenarios contemplate

any revenue shortfalls, which are always a possibility, i.e. potential reductions in state aid or transfers from other funds.

**The FY26 Budget Process:** As recommended by the Finance Committee, the FY26 budget process began in the late spring of 2024. The goal was to provide desired services to Wayland taxpayers through the Town and School departments, avoid an override in FY26, while also trying to maximize unused levy for the start of the FY27 budget season. The Town Manager and Finance Director worked with the Schools Superintendent and the Schools Director of Finance & Operations and current and former School and Finance Committee members to review and assess the Town Manager's forecasted FY26 budget throughout the summer and fall of 2024. Several forecasting assumptions were used in the development of the FY26 forecast:

- A net increase of almost 1 full-time equivalent (FTE) in the Town's departmental budgets to provide for required services. In order to meet the FY26 Operating Budget guidelines, the Schools reduced FTEs by a net 6.2.
- The implementation of tuition free Full Day Kindergarten (FDK): The Schools and Town administration transitioned to tuition-free (FDK) in the Schools budget in FY25 using Federal ARPA funds. (Previously, FDK had been funded 65% through the Schools budget with the remaining 35% derived from fees paid by kindergarten caretakers.) In FY26, the Operating Budget contains a fully-funded FDK, which required a funding increase of approximately \$550 thousand.
- Health care premiums reflected a 10% YoY increase which was comparable to the increase experienced in FY25.

Also, assumptions that reflect the levy capacity were:

- No increase in new growth as compared to FY25. The Town does not have any significant commercial or residential development in process or on the horizon that would continue to increase the overall tax base, thus maintaining pressure on existing residential real estate taxpayers.
- No increase in Local Receipts as compared to FY25.

In late November, the Town Manager sent budget guidelines to Town Departments and the Schools. The town manager educated department heads on the need to bring the FY26 Operating Budget within Proposition 2 ½ guidelines and exercised discipline with managers to do just that, with minimal disruptions to service expectations.

The Finance Committee started its review of the proposed FY26 Capital Budget and 5-year Capital Plan in late December 2024. The Schools FY26 Operating Budget was publicly made available in mid-January. The Town Manager's recommended FY26 Operating Budget was submitted to the Finance Committee in late January.

In late February, after careful review and with few changes from the Town Manager's recommended budget, the Committee voted to support a FY26 Operating Budget of \$107.9 million vs. \$104.3 million in FY25, or a 3.49% YoY increase vs a 4.61% YoY increase in FY25, as shown in Table 2.

**Table 2: Summary Budget Review**

	<b>FY 25 Approved</b>	<b>FY 26 Proposed</b>	<b>FY 26 vs FY 25</b>	
			<b>\$ Difference</b>	<b>% Change</b>
( \$ in 000's)				
<u>Uses</u>				
Operating Budget	\$104,324	\$107,962	\$3,637	3.49%
OPEB Contribution	\$500	\$500	\$0	0.00%
Other St. Assessments, Overlay, Offsets	\$480	\$396	-\$84	-17.54%
Articles	\$0	\$0	\$0	0.00%
	<u>\$105,304</u>	<u>\$108,857</u>	<u>\$3,553</u>	<u>3.37%</u>
<u>Sources</u>				
Taxation	\$89,305	\$92,529	\$3,224	3.61%
State Aid	\$8,877	\$9,116	\$239	2.69%
Local Receipts	\$5,652	\$5,765	\$113	2.00%
Ambulance Receipts	\$413	\$424	\$10	2.50%
Transfer from Other Funds	\$1,057	\$1,023	-\$34	-3.20%
	<u>\$105,304</u>	<u>\$108,857</u>	<u>\$3,553</u>	<u>3.37%</u>
Estimated Tax Rate	\$15.63	\$16.19		

**Recommended FY26 Operating Budget:** The proposed FY26 Operating Budget for Town, Schools and Unclassified, totaling \$107.9 million, is presented in Table 3, with Town and Schools budgets broken out between payroll and spending. The Town budget (22% of the total Operating Budget) is forecast to increase 2.2% YoY or 3.3% on an allocated basis vs. 7.3% YoY in FY25. The Schools budget (51% of the total Operating Budget) is forecast to increase 4.5% YoY vs. 5.3% YoY in FY25. The Unclassified budget (27% of the total Operating Budget) is expected to increase 2.67% YoY, or 1.8% on an allocated basis, vs. 1.4% YoY in FY25.

**Table 3: FY24-FY26 Expense Summary**

		<b>FY 24 Actual</b>	<b>FY 25 Approved</b>	<b>FY 26 Proposed</b>	<b>FY 26 vs FY 25</b>	
					<b>\$</b>	<b>%</b>
( \$ in 000's)						
Town	Payroll	\$15,706	\$17,555	\$18,365	\$809	4.61%
	Spending	\$4,998	\$5,544	\$5,250	-\$294	-5.30%
	Total	<u>\$20,704</u>	<u>\$23,100</u>	<u>\$23,615</u>	<u>\$515</u>	<u>2.23%</u>
School	Payroll	\$42,481	\$44,537	\$45,758	\$1,221	2.74%
	Spending	\$7,632	\$8,094	\$9,229	\$1,135	14.02%
	Total	<u>\$50,113</u>	<u>\$52,631</u>	<u>\$54,987</u>	<u>\$2,357</u>	<u>4.48%</u>
Unclassified	Vocational Education	\$34	\$86	\$88	\$2	2.50%
	Debt Service	\$8,351	\$7,603	\$7,232	-\$371	-4.88%
	Retirement	\$5,907	\$6,286	\$6,872	\$586	9.32%
	Health Insurance	\$9,058	\$10,178	\$10,416	\$238	2.34%
	General Insurance	\$921	\$1,100	\$1,159	\$59	5.36%
	Reserve for Salary Adj.	\$0	\$286	\$537	\$251	87.64%
	Stormwater	\$120	\$125	\$125	\$0	0.00%
	Reserve Fund	\$0	\$250	\$200	-\$50	-20.00%
	Other	\$960	\$975	\$974	-\$1	-0.12%
	Energy	\$1,546	\$1,705	\$1,756	\$51	3.00%
	Total	<u>\$26,897</u>	<u>\$28,594</u>	<u>\$29,358</u>	<u>\$764</u>	<u>2.67%</u>
Total		\$97,714	\$104,324	\$107,961	\$3,636	3.49%

**Budget Drivers:** The most significant budget driver in FY26 continues to be the cost of personnel, including benefits, which accounts for approximately 76% of the Operating Budget. Notably, the Schools budget reflects a 6.2 FTE reduction in personnel. The Town has also reduced budgets in non-personnel spending.

Table 4 sets forth the key drivers in getting from the approved FY25 budget to the recommended FY26 budget. As stated above, a significant budget driver for the FY26 budget continues to be personnel costs, as evidenced by the notable cost-of-living adjustments (COLA) and other wage adjustments included in the Town and Schools union contracts and non-union personnel costs. Of the \$3.6 million increase in the Operating Budget, 46% or \$1.6 million is for COLA and salary adjustments.

A second major driver is the transition to a tuition-free FDK model, which the Town and Schools undertook in FY25. As previously noted, the FY25 additional cost of transitioning to tuition-free FDK was funded by federal ARPA funds; beginning in FY26, the costs of FDK (approximately \$550K) are incorporated into the Schools Operating Budget, as the ARPA funds were a one-time grant expenditure.

A third major cost driver is transportation costs for special education services, mandated by the Commonwealth, which are budgeted to increase \$517 thousand in FY26. Lastly, a fourth significant driver is the increase in the Town's retirement contribution which is projected to jump 9.3% YoY, or \$586 thousand after increases of 6.4% in FY25 and 3.1% in FY24, respectively.

Debt service is not a driver of the budget increase in FY26; in fact, it is budgeted to decline by \$371 thousand. The YoY decrease in debt service provided some room in the FY26 Operating Budget as noted in Table 4.

Healthcare costs are projected to increase \$237 thousand, or 2.34% vs. 10.6% YoY, in FY25. The health care consortium to which the Town belongs chose to use some of its excess reserves to temper the premium increase in FY26. Although the decision by the consortium has created some additional cushion to the Town's unused levy for FY26, a larger YoY increase in healthcare costs could result in a larger increase in FY27, particularly if excess reserve funds are not available for use in setting rates next year.

Table 5 below details the changes in FTEs to Town and School departments for FY26. The Town will add a net .89 FTE in the FY26 Operating Budget. This includes the mandated addition of a nurse in the Health department and a custodian in the Facilities department. Although the initial FY26 Operating forecast made it appear likely the Proposition 2 ½ levy would be breached, because of great effort by the Town Manager and others noted previously, the FY26 Operating Budget remains within Proposition 2 ½ guidelines. The Finance Committee would like to highlight that with operating overrides likely in FY27-FY29 and beyond, the Schools leadership began the difficult work of reimagining the delivery of a quality K-12 education in tight financial times. The FY26 proposed budget for the schools includes a net reduction of 6.2 FTEs. Through a comprehensive review, the Schools adjusted the distribution of teachers and staff based on enrollment, class size, and student needs leading to staffing adjustments in the elementary, middle, and high school.

**Table 4: Walkthrough of FY25 Approved Budget to FY26 Requested Budget**

	Net Change	
	(\$ in 000's)	%
Total Omnibus Operating Budget - FY25 Approved	\$ 104,324	
Key Budget Drivers:		
Personnel costs - Town	909	0.87% COLA, market adjustments, steps, lanes, and .89 FTE net additions
Personnel costs - School	671	0.64% COLA, steps, lanes, etc., offset by 6.2 FTE net reductions
Other costs:		
SPED Transportation & Out of District Tuition (net)	812	0.78% Transportation - \$517,361 increase, or 55% YoY
Retirement	586	0.56% YoY increase 9.32% - expecting 4%-6%
Transition to Tuition-Free FDK	550	0.53% Used ARPA funds in FY25 (initial year)
Other Costs - School	324	0.31%
Insurance 32B	238	0.23% 2.34% YoY increase versus 10% YoY in FY25
Debt Service	(371)	-0.36% Delayed/Reduced FY25/FY26 permanent borrowing
Other Costs - Town	(81)	-0.08%
Personnel costs - Town (IT Director position only)	151	0.14%
Other Costs - Town (IT Director expense to payroll)	(151)	-0.14%
Total Omnibus Operating Budget - FY26 Recommended	\$ 107,962	3.49%

**Table 5: Town/Schools FTE Additions/Subtractions**

Department	Position	FTE
<b><u>Increase</u></b>		
Health Department	Nurse	1.0
Facilities	Custodian	<u>1.0</u>
Total Increase		2.0
<b><u>Decrease</u></b>		
Treasurer / Collector	PT Staff	-0.02
Conservation Department	PT Staff	-0.02
Facilities	Project Manager	-0.5
Youth Services	PT Staff	<u>-0.57</u>
Total Decrease		-1.11
Net Town Total		<u>0.89</u>
<b><u>Decrease</u></b>		
School Department	Various	-6.2
Net Total FTE's		<u>-5.31</u>

The FY26 Operating Budget by function is presented in Table 6 below.

**Table 6: FY24-FY26 Expense Summary by Function**

Category	FY-24 Actual	FY-25 Budget	FY-26 Proposed	FY26 vs FY25 % Change
General Government	\$5,133,735	\$5,656,018	\$5,708,163	0.92%
Public Safety	7,714,765	8,383,934	8,617,015	2.78%
Land Planning and Use	871,848	1,038,300	1,058,645	1.96%
Schools	50,113,777	52,630,763	54,987,318	4.48%
Regional Vocational Schools	34,373	85,810	87,955	2.50%
Public Works	3,229,955	3,736,741	3,817,612	2.16%
Snow Removal	338,820	525,000	525,000	0.00%
Human Services	3,410,546	3,759,799	3,888,532	3.42%
Unclassified	26,866,899	28,508,110	29,271,421	2.68%
	\$97,714,718	\$104,324,475	\$107,961,661	3.49%

**Real Estate Tax Levy and Tax Rate:** The Tax Levy is expected to increase 3.61% to \$92.5 million. The overall Operating Budget increased 3.49% (see Table 7). The FY26 tax rate is estimated at \$16.19 per thousand (based on no change assumed in full-assessed valuation) a YoY increase of \$0.56 or 3.61% (see Table 8).

**Table 7: Changes in Tax vs. Budget**

Fiscal Year	Tax Levy Change	Operating Budget-Chg
2019	5.99%	3.64%
2020	2.92%	3.45%
2021	4.40%	4.23%
2022	3.99%	2.99%
2023	3.97%	4.46%
2024	5.90%	7.60%
2025	5.14%	4.61%
2026	3.61%	3.49%

**Table 8: Real Estate Tax Levy & Tax Rate Forecast**

	<b>FY-22</b>	<b>FY-23</b>	<b>FY-24</b>	<b>FY-25</b>	<b>FY-26</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>
<b>Tax Levy</b>					
Actual Tax Levy	\$77,151,222	\$80,213,213	\$84,942,449	\$89,305,285	\$92,529,034
\$ Increase Y to Y	\$3,081,410	\$3,061,991	\$4,729,236	\$4,362,836	\$3,223,749
% Increase Y to Y	4.16%	3.97%	5.90%	5.14%	3.61%
<b>Full Valuation</b>					
Per Tax Recap	\$4,204,426,300	\$4,817,610,400	\$5,473,095,984	\$5,713,709,895	\$5,713,709,895
\$ Increase Y to Y	\$204,976,400	\$613,184,100	\$655,485,584	\$240,613,911	\$0
% Increase Y to Y	5.13%	14.58%	13.61%	4.40%	0.00%
<b>Tax Rate- ( A / B = C )</b>					
Tax Rate ( Mills )	\$18.35	\$16.65	\$15.52	15.63	16.19
\$ Increase Y to Y	(\$0.17)	(\$1.70)	(\$1.13)	\$0.11	0.56
% Increase Y to Y	-0.92%	-9.27%	-6.79%	0.71%	3.61%
<b>Residential Real Property Tax Bill</b>					
Average Assessment - rounded	\$838	\$958	\$1,058	\$1,142	\$1,142
Average Property Tax Bill	\$15,378	\$15,950	\$16,839	\$17,849	\$18,494
\$ Increase Y to Y	\$568	\$572	\$889	\$1,011	\$644
% Increase Y to Y	3.83%	3.72%	5.57%	6.00%	3.61%

**FY 26 Capital Budget:** The Finance Committee recommends a FY26 Capital Budget of \$12.9 million to support 38 projects. Approximately one-third of the FY26 Capital Budget will fund two significant Water projects, neither of which was in the five-year Capital Plan recommended last year, and the School and Town boiler replacements with an expected cost in excess of the amount shown in the prior-year five-year Capital Plan. The remainder of FY26 capital expenditures will fund vehicle replacements for the DPW and the fire departments, road and sidewalk improvements, and maintenance and improvements of various infrastructure across Town and School departments.

Table 9 presents the FY26 Capital Budget by department and funding source. The detail of each capital project can be found in the Warrant, within Article 10. The annual capital spending guidelines by funding source are as follows:

Cash Capital	\$600-800 thousand
Free Cash	\$1.5-\$2.0 million
Levy Borrowing	\$3.0-\$5.0 million
Ambulance Receipts	\$200-300 thousand
CPA	\$0-500 thousand
Other	\$0 - \$200 thousand
Water Ent. Fund Retained Earnings	\$0 -300 thousand



**TABLE 9: FY26 Capital Budget**

<b>Department</b>	
Conservation	\$ 1,400,000
DPW	1,886,250
Facilities	1,660,000
Fire	1,341,000
Joint Communication Center	220,000
Police	110,000
Schools	3,068,373
Town Manager	100,000
Transfer Station Enterprise Fund	100,000
Wastewater Enterprise Fund	290,000
Water Enterprise Fund	<u>2,755,000</u>
Total	\$ 12,930,623

<b>Funding Sources</b>	
Borrowing	\$ 5,764,723
Free Cash	1,529,858
Surplus Capital	1,014,435
Ambulance Fund	151,000
Capital Stabilization Fund	100,000
Receipts Reserved for Real Estate Fund	1,650,000
Transfer Station Enterprise Fund - Free Cash	100,000
Water Enterprise Fund Borrowing	2,330,607
Wastewater Enterprise Fund Borrowing	<u>290,000</u>
Total	\$ 12,930,623

Debt required for Town and School capital expenditures and related debt service in FY27 and FY28 for the proposed FY26 capital projects are shown in Table 10. It should be noted that debt service on a borrowing normally begins the year after a project is approved at Town Meeting. For example, a project approved at the 2025 ATM will be funded by borrowing in FY26 with the first debt service in FY27. As a result, the debt service for FY26-approved projects will first be reflected in the tax rate in FY27.

**Table 10: Future Debt Service of Proposed Borrowings**

Interest Rate Assumption:

Interest Rate Assumption:			4.00%					
Project	Borrowing ('000s)	Term	Debt Service ('000s)		Est. Tax Rate Impact Per \$1K of Assessed Value		Est. Tax Rate Impact For \$1,142K Assessed Value	
			FY27	FY28	FY27	FY28	FY27	FY28
General Fund Borrowing under Capital Plan:								
New Boiler and other TB mechanical / electrical improvement-2	\$ 1,360	15	\$ 172	\$ 141	0.03	0.02	\$ 34	\$ 28
Fire Vehicle - Pumper 2	1,190	10	190	162	0.03	0.03	38	32
DW Roof Replacement/Repairs Elem & MS	383	15	49	40	0.01	0.01	10	8
Town wide road reconstruction	756	10	121	103	0.02	0.02	24	21
DW Boilers and Boiler System (WMS, LO, HH, WHS)	1,320	15	167	137	0.03	0.02	33	27
Elementary Installation of HVAC Air Conditioning (CH & HH)	405	15	51	42	0.01	0.01	10	8
WMS Automatic Transfer Switch (emergency generator)	350	10	56	48	0.01	0.01	11	10
Total	\$ 5,765		\$ 806	\$ 673	0.14	0.12	\$ 160	\$ 134

Note: Should the borrowing interest rate increase/decrease by 1% the total estimated tax impact would increase/decrease \$17 for FY27 and \$11 for FY28 for the same assessed values of \$1,142,311 per household.

**Summary of 5-Year Capital Improvement Plan:** The Finance Committee is currently charged with reviewing and presenting to ATM a 5-year Capital Improvement Plan (CIP), which includes the construction and reconstruction of capital assets (such as municipal buildings, water infrastructure, recreational facilities and roads) and the acquisition of land, equipment and vehicles and other personal property. A summary of Capital Projects listed by Department and by Project Type for the next five years, FY26 – FY30, is shown in Table 11 below. Detailed departmental project requests for FY26 can be found on the Finance Committee website. A detailed review of funding sources for the proposed 5-year CIP is shown in Table 12. Table 11 and Table 12 both show the 5-year CIP, by Department/Category and Funding Source, respectively.

Notably, several potential projects are not yet included in the 5-Year CIP because the specific cost of the capital project has yet to be determined, projects are expected to occur in more than 5 years, and/or because of a lack of a long-term plan for the specific project. These projects include:

- MWRA Connection and/or Water Infrastructure Investment
- New or Rehabilitation of one or more (Elementary) Schools
- New Athletic Fields
- Rehabilitation or relocation of Town Building

The Finance Committee is identifying these projects because of all of the projects in the existing 5-year CIP, the four above will be significant in scope and expenditure.

**Table 11: FY26-FY30 Capital Summary by Department and Category**

<b>Department</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>Total</b>
Conservation	\$ 1,400,000					\$ 1,400,000
DPW	1,886,250	2,544,875	2,865,063	1,506,569	2,452,226	11,254,983
Facilities	1,660,000	700,000	490,000	1,520,000	415,000	4,785,000
Facilities/Recreation	-	-	40,000	75,000	100,000	215,000
Fire	1,341,000	665,000	190,000	405,000	495,000	3,096,000
Information Technology	-	220,000	225,000	340,000	180,000	965,000
Joint Communications Center	220,000	275,000	400,000	200,000	75,000	1,170,000
Police	110,000	140,000	135,000	100,000	150,000	635,000
School	3,068,373	2,467,392	1,612,671	1,096,500	1,300,000	9,544,936
Town Manager	100,000	100,000	100,000	100,000	100,000	500,000
Transfer Station Enterprise Fund	100,000	450,000	-	100,000	-	650,000
Wastewater Enterprise Fund	290,000	125,000	2,000,000	-	-	2,415,000
Water Enterprise Fund	2,755,000	1,140,000	90,000	400,000	2,300,000	6,685,000
<b>Total</b>	<b>\$ 12,930,623</b>	<b>\$ 8,827,267</b>	<b>\$ 8,147,734</b>	<b>\$ 5,843,069</b>	<b>\$ 7,567,226</b>	<b>\$ 43,315,919</b>

<b>Project Category</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>Total</b>
Building Repair	\$ 4,523,373	\$ 2,292,000	\$ 2,481,671	\$ 2,546,500	\$ 1,225,000	\$ 13,068,544
Equipment	1,173,050	1,665,000	1,050,000	1,145,000	2,395,000	7,428,050
Infrastructure	5,353,200	3,995,267	3,136,063	1,756,569	3,107,226	17,348,325
Land Improvement	350,000	100,000	1,390,000	175,000	200,000	2,215,000
Vehicles	1,531,000	775,000	90,000	220,000	640,000	3,256,000
<b>Total</b>	<b>\$ 12,930,623</b>	<b>\$ 8,827,267</b>	<b>\$ 8,147,734</b>	<b>\$ 5,843,069</b>	<b>\$ 7,567,226</b>	<b>\$ 43,315,919</b>

The current 5-year CIP includes \$43.3 million of projects for Town and Schools. Specifically, the 5-year CIP has \$9.5 million of projects for the Schools, \$9.8 million of projects for the Water, Wastewater and Transfer Station Enterprise Funds and the remaining \$24 million of projects are spread across all other town departments. This year, large capital projects that are expected to be brought forth as articles and to be funded with exempt debt (ie projects that residents will have to support in a town ballot) are not included in the above noted 5-year CIP expense total. Currently at least \$12.7 million of such Town-funded projects are anticipated, not including the as-yet undetermined amount of Water infrastructure investment (see Table 12). Last year the repair of the high school wastewater treatment facility estimated at \$5.5 million was in the 5-year CIP and has been removed as the Town staff is working with the Massachusetts DEP in the hope of finding a more cost effective solution.

The Water Enterprise Fund's Capital Budget includes \$1.2 million for design funding that is intended to allow the Town to continue planning to use either Massachusetts Water Resources Authority (MWRA) as an exclusive source of Town water or pursue a dual source approach, which includes a connection to the MWRA and the continued use of the Happy Hollow wells. Either option will require the expenditure of millions of dollars in capital investment within the next few years. Also of note are two other potentially large capital projects not included in the 5-year CIP, those being the potential renovation and/or construction of an elementary school(s) as well as some decision on the future capital needs of Town Building. The projects likely would occur beyond the 5-year outlook.

The funding sources for all capital projects in the 5-year CIP, as well as potential articles and Community Preservation Act projects, are summarized in Table 12. The Finance Committee notes that funding sources are generally within the recommended guidelines established to ensure stable financial conditions for the Town. Any five-year plan needs to be flexible, and the Town may choose not to undertake all projects in the time forecasted or at all. However, it is important to understand the nature and size of potential capital projects and the impact these projects may have on the Town's tax burden and Moody's bond rating, which affects the cost of borrowing. Of note, the rating agency looks favorably on the use of exempt debt for large capital projects as this reflects voter support and allows more flexibility in budget-planning with regard to Prop 2 ½ constraints.

**Table 12: 5-Year Capital Plan and Expected Articles by Funding Source**

Considered Funding Source	Fiscal Year					Total
	2026	2027	2028	2029	2030	
Borrowing (B)	\$ 5,764,723	\$ 4,425,267	\$ 3,226,734	\$ 2,478,069	\$ 1,907,226	\$ 17,802,019
Free Cash (FC)	1,529,858	2,472,000	2,541,000	2,360,000	2,765,000	11,667,858
Surplus Capital (SC)	1,014,435	-	-	-	-	1,014,435
Ambulance Fund (AMB)	151,000	115,000	190,000	405,000	495,000	1,356,000
Capital Stabilization Fund (CS)	100,000	100,000	100,000	100,000	100,000	500,000
Receipts Reserved for Real Estate Fund (RE)	1,650,000	-	-	-	-	1,650,000
Transfer Station Enterprise Fund Borrowing (TSB)	-	450,000	-	100,000	-	550,000
Transfer Station Enterprise Fund - Free Cash (TSFC)	100,000	-	-	-	-	100,000
Wastewater Enterprise Fund Borrowing (WWB)	290,000	125,000	2,000,000	-	-	2,415,000
Water Enterprise Fund Borrowing (WB)	2,330,607	1,140,000	90,000	400,000	2,300,000	6,260,607
<b>Total Omnibus Budget &amp; Enterprise Funds</b>	<b>\$ 12,930,623</b>	<b>\$ 8,827,267</b>	<b>\$ 8,147,734</b>	<b>\$ 5,843,069</b>	<b>\$ 7,567,226</b>	<b>\$ 43,315,919</b>
Article - Community Preservation Act (CPA)	400,000	100,000	400,000	75,000	475,000	1,450,000
Article - Excluded Borrowing (ARTEB)	-	5,735,000	-	4,500,000	1,000,000	11,235,000
Article - Water Enterprise Fund (See FN2)	-	See FN1	-	-	-	See FN1
<b>Total Articles - See FN1</b>	<b>\$ 400,000</b>	<b>\$ 5,835,000</b>	<b>\$ 400,000</b>	<b>\$ 4,575,000</b>	<b>\$ 1,475,000</b>	<b>\$ 12,685,000</b>
<b>Grand Total - See FN1</b>	<b>\$ 13,330,623</b>	<b>\$ 14,662,267</b>	<b>\$ 8,547,734</b>	<b>\$ 10,418,069</b>	<b>\$ 9,042,226</b>	<b>\$ 56,000,919</b>
Total General Fund Borrowing - See FN2	\$ 5,764,723	\$ 10,160,267	\$ 3,226,734	\$ 6,978,069	\$ 2,907,226	\$ 29,037,019

FN1 - Estimated construction cost ranges from \$22M (MWRA only) to \$34M - \$45M (Dual Source or "hybrid" approach) - totals shown do not include these amounts.

FN2 - Funding source to be determined, e.g., Water Enterprise Fund Borrowing, General Fund - Excluded Borrowing, MWRA loan and/or State low-interest loan.

**Long-term Capital Planning:** The Finance Committee continues to discuss means to develop a list of potentially large capital projects that are on the ten to twenty year horizon to better prioritize near and longer-term needs. For example, the Schools have included in their capital planning a feasibility study for a new or renovated elementary school that might be developed or renovated in the next five to ten years. The Committee notes that there are other School and Town buildings that require significant maintenance or a long-term plan. The Committee supports a long-term, strategic approach to capital planning and continues to recommend the establishment of a Capital Improvement Planning Committee to review and assess all Town assets and future needs and to schedule projects over the next decade and beyond, considering funding and resources. Article 17 proposes a Capital Improvement Planning Committee (CIPC) that would be charged with these undertakings.

As of December 2024, there were \$20.2 million of capital projects outstanding for which funds were appropriated in prior years. This compares with \$27.4 million as of March 2024. The Town has been working diligently to complete outstanding projects. The proposed CIPC (noted above) would also be charged with review of outstanding capital projects.

**Table 12B: Summary of Town/School/Enterprise Fund/CPA Open Capital**

Capital Fund	Balance as of March 2024	Open Projects as of December 2024	Balance as of December 2024
Town	\$21,240,126	72	\$11,610,589
School	\$2,495,760	22	\$2,316,168
Enterprise Funds	<u>\$3,656,659</u>	<u>21</u>	<u>\$6,300,552</u>
Totals	\$27,392,545	115	\$20,227,309

**Debt Metrics:** To help maintain the Town's current Moody's Aaa bond rating, the Finance Committee aims for debt service and total outstanding debt to be below benchmark levels. In particular:

1. Debt service as a percentage of general fund expenditures should generally be less than 10%.
2. Total outstanding debt (all instruments that have a direct recourse to the General Fund) should generally be less than 100% of annual general fund revenue.

The Town may decide to exceed either benchmark but should understand the potential financial impact of doing so. For example, a downgrade in the Moody's rating would result in higher debt service costs for new borrowings. The higher the debt service in a given year, the higher the tax levy required to fund that debt service. For the next five years, Wayland is projected to be within targeted debt and debt service guidelines before considering Water infrastructure investment, as neither the amount of capital investment nor source(s) of funding have been determined. (see Table 13).

**Table 13: Future Debt Service of Proposed Borrowings**

	General Fund Debt Service for the Fiscal Year Ending June 30,					
	2025	2026	2027	2028	2029	2030
Projected Total Debt paid from Tax (not including Water Debt)	7,603,113	7,231,881	7,759,302	8,425,145	8,285,000	9,059,438
\$ chg year to year	(748,004)	(371,232)	527,421	665,843	(140,146)	774,439
% chg year to year	-9.0%	-4.9%	7.3%	8.6%	-1.7%	9.3%
Projected Operating Budget	104,324,000	107,961,661	111,740,319	115,651,230	119,699,023	123,888,489
% of Projected Operating Budget	7.3%	6.7%	6.9%	7.3%	6.9%	7.3%
Less than 10%?	Yes	Yes	Yes	Yes	Yes	Yes

	General Fund Outstanding Debt as of Fiscal Year Ending June 30,					
	2025	2026	2027	2028	2029	2030
Projected Total Outstanding Debt paid from Tax (not including Water Debt)	53,280,377	53,773,300	58,294,035	55,544,377	56,413,381	52,574,452
\$ chg year to year	(4,054,223)	492,923	4,520,735	(2,749,658)	869,004	(3,838,929)
% chg year to year	-7.1%	0.9%	8.4%	-4.7%	1.6%	-6.8%
Projected General Fund Revenue	104,324,000	107,961,661	111,740,319	115,651,230	119,699,023	123,888,489
% of Projected General Fund Revenue	51.1%	49.8%	52.2%	48.0%	47.1%	42.4%
Less than 100%?	Yes	Yes	Yes	Yes	Yes	Yes

Assumes 3.5% annual increase in Operating Budget and 4.0% and 4.5% borrowing rates in FY26-27 and FY28-30, respectively.

The Town's bond rating was reaffirmed at Aaa with a stable outlook in October 2022. Moody's, however, continues to highlight that Wayland maintains 'below average' Reserve Fund levels expected for the highest (Aaa) rating category. The Town's Capital Stabilization Fund (CSF) supports the Town's Capital Improvement Plan and was established at the 2021 ATM. The CSF fund balance at June 30, 2024 was approximately \$1.9 million. The CSF, Special Education (SPED) Reserve Fund and Free Cash are among the components of the total Reserve Fund balance that Moody's reviews in its assessment of the Town's financial position.

**Progress:** The Town has made progress on numerous fronts in FY25 and continues to work to make improvements for residents. FY25 progress includes:

- A budget forecast for FY26 was developed in May/June of 2024 and adjusted throughout the summer and into the fall to allow for better planning as need for an operating override approaches.
- The Loker Conservation & Recreation playing field was completed and opened for play.
- Construction of the new CoA/CC building is progressing along with an opening expected in early 2025.
- Capital projects are being reviewed carefully and progress is moving forward.

- A new Director of Buildings was hired.
- Cash in reserve funds has been invested for greater return.
- Free cash increased from approximately \$8M to \$10M.

**Outlook: Expense Trend and Likely Operating Overrides in FY27-FY29 and beyond:** As we approach FY27 and beyond, limited revenue growth and expense increases will most likely create the condition for a Proposition 2 ½ operating overrides in FY27-FY29 and beyond. Those conditions: limited new commercial and/or residential development (new growth), personnel cost pressures exhibited through COLA and retirement liabilities, continued increases in Commonwealth mandated SPED services, and other state regulatory mandates as well as the impending capital needs of the Town and Schools, will drive an increase in expenses greater than the increase in non-tax revenue. It is the Finance Committee's position that over the next several months, the Town Manager, Finance Director, Schools Administration, Select Board, and Finance Committee and other interested residents should engage in careful financial planning to create a strategy to address an imminent operating override in FY27 and beyond.

In addition to controlling spending and personnel increases, the Finance Committee recommends that potential efficiencies be reviewed within the Town and Schools operations to identify and realize any potential savings. Duplicate operations across departments should be consolidated. Personnel and hiring practices should also be reviewed recognizing the challenge of attracting and retaining skilled employees while managing increases in employment costs.

The Finance Committee also notes the trend to break up planning expenses for capital projects into phases which makes projects longer and more expensive. Ideally capital projects should be planned and funded on a comprehensive, holistic basis from an early stage to better assess and contain costs. Accordingly, the Town should strategically plan and closely manage capital project planning, timing and costs. In addition, the replacement of the Director of Finance & Operations for the Schools, who has announced that she is retiring, should be addressed as soon as possible.

**Long-term Budget Pressures:** In summary, future budget planning will have to consider:

- Likelihood of operating overrides in FY27-FY29 and beyond
- Collective bargaining agreements that are up for renewal at the end of FY26
- Increasing cost to attract and retain qualified personnel in Town/Schools department positions
- Increasing cost to maintain, upgrade/replace the Town's and Schools' infrastructure, including the water system
- Increasing debt service expense related to new capital projects
- Maintaining adequate unrestricted Fund Balance to maintain Moody's Aaa bond rating
- Limited new growth in the tax base will continue to put pressure on residential taxpayer

**Recommendations:**

The Finance Committee recommends the following significant measures to better manage Town finances:

- Prepare the Town for operating overrides in FY27-FY29 and beyond beginning immediately. Start strategic planning and financial forecasting for FY27-FY29 and, at the same time, begin preparing educational materials for residents on what an operating override is, why it is happening, Wayland's history with overrides and how the Town Manager and the Town will approach this challenge (i.e. what is our strategy to manage going forward).
- Immediately following Town Meeting, focus on the decision-making process for the MWRA connection, including exploration of financing options with the Town Manager, Select Board, Board of Public Works, the Finance Committee, and provide continued education of the public.

- Review Town operations and processes for efficiencies (employ help from staff, residents – ad hoc committee/working group). Share/learn best practices with peer towns and consider resource-sharing when practical.
- Prioritize assembly of Capital Improvement Planning Committee (Article 17 - if passed) to begin work on long term capital plan and funding strategy
- In addition to continuing an annual forecast process that begins after ATM, expand the forecast to encompass multiple years, provide detailed Operating Budgets by departments sooner, and provide the Finance Committee adequate time between the submission of the Operating Budget and the publication of the warrant, to review the operating and capital budgets.

In **addition**, the Committee recommends:

- Review strength of IT/cybersecurity as well as review adequacy of cybersecurity insurance
- Review of potential consolidation of services between Town and Schools – IT, payroll, etc.
- Review fees charged/fee structures used by Town departments
- Pursue strategic debt issuance to better manage debt service cost
- Work closely to manage and advance capital projects and develop systems for better oversight and accountability
- Continue to expand revenue sources and assess economic development opportunities
- Consider Medicare buy-in for retirees
- Formulate strategic long-term plan for OPEB spending

The Finance Committee wants to acknowledge and thank the Town Manager, Finance Director, the Schools Superintendent and Finance & Operations Director, the School Committee, Select Board, department heads and staff as well as resident volunteers and the various committees and boards for their time and support during the FY26 budget preparation. We also thank residents for their insightful input to prepare the Town's budget and articles.

Respectfully submitted,

WAYLAND FINANCE COMMITTEE

Carl Barnes	Philip Giudice	Iris Hoxha	Michael Hoyle
April Methot	Brian O'Herlihy	Pamela Roman	

## COMMONWEALTH OF MASSACHUSETTS

To the Residents of Wayland:

*Middlesex, ss.*

*Town of Wayland*

### \*\*\* WARRANT \*\*\*

To any of the Constables of the Town of Wayland, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland who shall be qualified to vote in accordance with the provisions of Massachusetts General Laws, Chapter 51, Section 1, to come to their respective polling place (Precincts 1, 2, 3 and 4 in the Gymnasium of the Town Building) on:

**TUESDAY, APRIL 1, 2025, BETWEEN 7:00 A.M. and 8:00 P.M.**

To vote for the following Town officers by ballot for the following terms of office:

One member for 3 years for the Select Board; one member for 3 years for the School Committee; one member for 3 years for the Board of Assessors; two members for 3 years for the Trustees of the Public Library; one member for 2 years of the Board of Health (to fill a vacancy on a 3 year term); one member for 3 years for the Board of Health; one member for 5 years for the Planning Board; one associate member for 4 years for the Planning Board (to fill a vacancy); two members for 3 years for the Board of Public Works; two members for 3 years for Recreation Commissioner; one member for 3 years for the Commissioner of Trust Funds; and one member for 5 years for the Housing Authority.

**MONDAY, APRIL 7, 2025 AT 6:45 P.M.**

To act on the following Articles:

## ANNUAL TOWN MEETING ARTICLES

### **Article 1. Recognize Citizens and Employees for Particular Service to the Town**

*Proposed by: Select Board*

To determine whether the Town will recognize the achievements and contributions to Town government of citizens and employees:

1. To recognize citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive);
2. To recognize employees who have retired since the previous Annual Town Meeting or intend to retire prior to June 30, 2025, subject to a minimum of 20 years of service;
3. To request Town Meeting observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who shall have passed away since the adjournment of the 2024 Annual Town Meeting.



The following citizens are recognized for their extensive service to the Town:

Anette Lewis	27 Years	Wayland School's Early Childhood Advisory Council, Board of Road Commissioners, Master Plan Advisory Task Force, DPW Assessment Committee, Town Meeting Advisory Committee, Real Asset Planning Committee (WRAP), Planning Board
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The following town and school employees have retired since the 2024 Annual Town Meeting or will retire before June 30, 2025 and have or will have served the Town for over 20 years:

Deirdre Bergeron	Teacher	32 years
Luann Duesterberg	Teacher	25 years
Linda M Frank	Teaching Assistant	23 years
James P Gemelli	Fire Captain	42 years
Kathleen Germaine	Teacher	34 years
Patricia Halpin	Teacher	20 years
Michael G Hehir	Teacher	24 years
Lee S Krasnoo	Teacher	25 years
Joseph Libbin	WSCP Team Leader	27 years
Gretchen McAuley	Teacher	26 years
Andrew L Moore	Assistant Library Director	26 years
Jennifer Nichols	Teacher	34 years
Walter Rockwell	Teacher	25 years
Gretchen Ryder Sharpy	Teacher	27 years
Elizabeth Santomenna	Teacher	32 years
Gillian Sylvester	Teaching Assistant	27 years
Redmond C Walsh	Sergeant	30 years
Marion Wright	Bibliographic Service Librarian	31 years
Jeanne Bachman-Scarlatos	Teaching Assistant	20 years

The following elected or appointed volunteers or employees have passed away since the 2024 Annual Town Meeting:

John Erickson	May 13, 2024	Teacher
Mark Owen	May 19, 2024	Teacher
Saul Bobroff	July 7, 2024	IT
Charles Hayes	July 21, 2024	Firefighter
William 'Bill' Steinberg	July 24, 2024	Finance Committee
Mary Trageser	August 29, 2024	Town Librarian
Shelley Henry	November 7, 2024	School Librarian
Christine Mallard	January 6, 2025	Treasurer's Office
Edward Collins	January 20, 2025	Board of Selectmen
David B. Pearlman	February 14, 2025	Recreation Commission

**FINANCE COMMITTEE COMMENTS:** Following consultation with the Finance Director, the Finance Committee has deemed this article to have negligible financial impact on the Town. Pursuant to Town Code §19-3, detailed comments, together with a summary of arguments in favor of and in opposition to this article, are not required.

The Select Board recommends approval. Vote: 5-0-0.

**RECOMMENDATION:** The Finance Committee takes no position on this article. Vote: 6-0-0.

**QUANTUM OF VOTE:** Majority.

*For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.*

## **Article 2. Pay Previous Fiscal Years Unpaid Bills**

*Proposed by: Select Board*

*Estimated Cost: \$6,933.75*

To determine whether the Town will vote to:

- a. pay the bills of the prior fiscal years,
- b. appropriate a sum of money for the payment of the foregoing bills of prior fiscal years; and
- c. provide for such appropriation by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing, or otherwise.

### Fiscal Year 2022 liabilities to be paid using Fiscal Year 2025 appropriations

CMG Environmental	\$	907.50	FY25 Town Manager Expense Budget
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### Fiscal Year 2023 liabilities to be paid using Fiscal Year 2025 appropriations:

CMG Environmental	\$	6,026.25	FY25 Town Manager Expense Budget
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Total		<u>\$6,933.75</u>	
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**FINANCE COMMITTEE COMMENTS:** Occasionally, bills are not paid at the end of a fiscal year for a number of reasons, including late submission. The unpaid bills from previous years are summarized in this article and paid using the current year appropriations. There is no additional cost to residents.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** This is a standard article that allows the Town to pay bills for previous fiscal years.

**ARGUMENTS OPPOSED:** The Finance Committee is not aware of any.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 5-0-0.

**QUANTUM OF VOTE:** 4/5 vote – see Massachusetts General Laws Chapter 44, Section 64

*For more information, contact Finance Director Brian Keveny at bkeveny@wayland.ma.us.*

Article 3. OPEB Funding

Proposed by: Select Board

Estimated Cost: \$519,611

To determine whether the Town will vote to:

a) appropriate an aggregate amount of \$19,611 to be deposited in the Town’s Other Post-Employment Benefits Trust Fund which amount shall be provided by transferring the following sums of money from the enterprise and revolving funds:

1) Food Service	\$ 4,375
2) BASE	\$ 4,309
3) Children’s Way	\$ 2,352
4) Water	\$ 5,863
5) Wastewater	\$ 1,246
6) Recreation	\$ 1,466

; and

b) appropriate \$500,000 to be deposited in the Town’s Other Post-Employment Benefits Trust Fund; and that said appropriation be provided by taxation.

**FINANCE COMMITTEE COMMENTS:** This article funds an Other Post-Employment Benefits (OPEB) contribution from two sources: a) enterprise and revolving funds and b) taxation.

Like other towns in Massachusetts, Wayland provides health insurance for benefit eligible retirees. The Government Accounting Standards Board (GASB) requires the Town to perform periodic actuarial valuations, based on prescribed accounting standards that measure the obligations accruing under its OPEB plans. While GASB requires that this liability be included on the balance sheet, GASB does not require funding this liability. The funding decision is up to the Town.

The Town pays the cost of current retiree insurance premiums as they are incurred as part of its operating budget. The Town has historically contributed an additional amount to the OPEB Fund for future premium payments, generally from taxation, although in FY22 Free Cash was used. Unlike the Town’s pension obligation, which is routinely funded in the operating budget, the Town has elected to make the OPEB funding decision via an annual article.

Total OPEB Liability (“TOL”) is reported on a fiscal year basis. As of June 30, 2024, the TOL, as determined under GASB was \$69,355,093. Plan assets were \$29,312,986. The Net OPEB Liability, which equals the TOL less assets, was \$40,042,107. A useful metric for gauging funding progress is the ratio of assets to total liabilities, or the funded ratio, which is 42.3% as of June 30, 2024, as compared to 36.9% as of June 30, 2023. The funded status improved in FY24 due primarily to an increase in the plan’s discount rate from 6.29% to 6.97% which decreased the TOL by approximately \$5,400,000. Other notable changes included a decrease in the near-term medical inflation assumption and an increase in investment earnings. Wayland continues to be a leader among municipalities in addressing this long-term liability, which has been viewed favorably by Moody’s in assessing the Town’s credit.

The Town requested that its actuary, Odyssey Advisors (“Odyssey”), update the Town’s actuarial liability funding tables as of June 30, 2024 to determine the year full funding would be achieved with a level annual funding contribution of \$550,000 based on current actuarial assumptions. Odyssey determined full funding would be achieved in 2044 if all assumptions are realized. Actual results will vary due to differences between plan experience and assumptions.

Key assumptions include, without limitation, a 6.97% discount rate and expected net investment return, and an approximately 5% medical cost trend in FY24 decreasing to an ultimate trend rate of 3.6% in 2060. A 0.25% increase in the discount rate assumption would decrease the TOL by approximately 5% while a corresponding decrease in the discount rate would increase the TOL by approximately 6%. A 0.25% increase in the medical cost trend assumption would increase the TOL by approximately 6% while a corresponding decrease in the medical cost trend assumption would decrease the TOL by approximately 5%.

The amount in b) is recommended at \$500,000 and this same amount is planned as a sustainable annual contribution to fund the OPEB liability as part of the Town's long-term financial planning. The methodology for calculating the amounts in part a), \$19,611 in the aggregate, is a per FTE expense at the same rate as in part b) which represents the fair share of the total amount to be paid from the enterprise and revolving funds.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** OPEB liabilities are accrued over the service period of the employees earning these benefits because that recognizes the cost as it is earned. While there is no mandate to fund these obligations, proponents may argue it is prudent financial practice to fund benefits as they are earned rather than leave the obligation for future generations to pay.

Moody's has listed the Town's prefunding of its OPEB liability as one of the Town's credit strengths and noted at the Town's current rate, the liability could be fully funded well ahead of most local governments.

Contributions to the OPEB Trust Fund represent the funding set aside to pay the contractually obligated future OPEB benefits. All contributions to the fund will accumulate at tax free rates and will result in lowering future operating expenses for the payment of OPEB benefits.

**ARGUMENTS OPPOSED:** Opponents may argue that our annual funding contributions should be larger because OPEB liabilities represent the projected value of benefit commitments made in the past, which should have been fully funded as earned. Since they were not fully funded as earned, we should fund a larger amount to close the gap faster.

There is no legal mandate to fund these liabilities, and this generation of taxpayers is being asked to bear a cost for current retirees as well as contribute towards the annual accrual for active employees. Therefore, opponents may argue a lower funding level is justified.

Although full funding of the OPEB liability is projected to be many years away, opponents may argue that it is not prudent to continue to prefund the OPEB Trust Fund until the Town has developed a comprehensive plan to allow a smooth transition from paying retiree benefits through the operating budget to paying them from the OPEB Trust Fund.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 5-0-1.

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B.

*For more information, contact Finance Director Brian Keveny at [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*

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## **Article 4. Enterprise Fund Budgets**

*Proposed by: Select Board*

*Estimated Cost: \$6,377,721*

To determine whether the Town will vote to raise, appropriate, transfer from available funds or borrow a sum of money in the aggregate amount of \$6,377,721 for the operation and expenses of the Water Enterprise Fund, the Wastewater Enterprise Fund and Transfer Station Enterprise Fund as set forth in Article 10 as printed in the 2025 Annual Town Meeting warrant, which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town, with such appropriation being raised

in the respective departmental receipts, transferred from the respective departmental retained earnings, and transferred from the General Fund Unreserved Fund Balance as follows:

1) Water Revenue	\$ 4,883,367
2) Wastewater Revenue	\$ 768,084
3) Wastewater Certified Retained Earnings	\$ 183,635
4) Transfer Station Revenue	\$ 434,635
5) Transfer Station Certified Retained Earnings	\$ 58,000
6) General Fund Unreserved Fund Balance	\$ 50,000

**FINANCE COMMITTEE COMMENTS:** Passage of this article funds the operating expenses of the Town's three Enterprise Funds – Water Enterprise Fund (Water EF), Wastewater Enterprise Fund (Wastewater EF), and Transfer Station Enterprise Fund (Transfer Station EF) for Fiscal Year 2026 (FY26). The Enterprise Funds' capital expenses for FY26 are funded under Article 10: FY26 Omnibus Budget.

The FY26 proposed operating budgets for each Enterprise Fund are as follows:

<b><u>TOWN ENTERPRISE FUNDS (EF)</u></b>	<b>ACTUAL FY 2023</b>	<b>ACTUAL FY 2024</b>	<b>APPROVED FY 2025</b>	<b>PROPOSED FY 2026</b>
<b>TOTAL WATER EF (see 1 above)</b>	\$ 4,069,122	\$ 4,138,306	\$ 4,726,909	\$ <b>4,883,367</b>
<b>TOTAL WASTEWATER EF (see 2 &amp; 3 above)</b>	\$ 954,414	\$ 829,037	\$ 936,725	\$ <b>951,719</b>
<b>TOTAL TRANSFER STATION EF (see 4, 5 &amp; 6 above)</b>	\$ 431,196	\$ 467,081	\$ 542,770	\$ <b>542,635</b>

Water EF: The proposed FY26 operating budget is \$156,458, or 3.31%, higher than the approved Fiscal Year 2025 (FY25) budget. The net increase reflects increases in contract services (\$190,000), salaries (\$41,094), indirect costs (\$12,114) and supplies (\$5,000) offset by decreases in utilities (-\$50,000), debt service (-\$36,750), and postage (-\$5,000). The substantial increase in contract services reflects planned replacement of the PFAS treatment resin at the Happy Hollow wells and the increase in salaries reflects cost-of-living adjustments and step increases. The decrease in utilities reflects an adjustment to more closely track actual costs over the past two years and the decrease in debt service reflects a scheduled reduction in interest payments offset by a small increase in principal amortization.

Wastewater EF: The proposed FY26 operating budget is \$14,994, or 1.60%, higher than the approved FY25 budget. The net increase reflects increases in salaries (\$12,099), contractual services (\$5,600), contingency (\$4,800), chemicals (\$4,000), indirect costs (\$2,030) and miscellaneous expenses (\$465) offset by a decrease in utilities (-\$14,000). The increase in salaries reflects cost-of-living, step and lane adjustments, together with a stipend paid to the Town's Engineer, which was not included in FY25; contractual services reflect anticipated rate increases; and the increase in chemicals reflects actual usage and cost over the past year. In addition, the contingency was increased to reflect actual usage and unpredictability of emergency related costs. The decrease in utilities reflects an adjustment to more closely track actual costs over the past two years. Retained earnings once again will be used to pay for small capital items and a portion of the budgeted debt service for FY26.

Transfer Station EF: The proposed FY26 operating budget is \$135 lower than the approved FY25 budget. Although the year-over-year change is insignificant, there were various budget line items that reflect more significant variances. The net decrease reflects increases in professional fees (\$57,000) and salaries (\$5,565) offset by reductions in tipping fees (-\$46,200), temporary help (-\$7,000), utilities (-\$5,000) and other miscellaneous expenses (-\$4,500). The net increase in professional fees includes a one-time cost of \$58,000 to complete an assessment and financial forecast for current operations as well as a comparison with some

Town-wide curbside pickup options. Retained earnings will be used to pay for this work. The increase in salaries reflects cost-of-living, step and lane adjustments. The decreases in tipping fees, temporary help and utilities reflect actual experience over the past year. The FY26 budget continues to rely upon a Town subsidy, although the amount has been reduced by \$25,000 year-over-year. It is anticipated that the \$50,000 subsidy will be funded with Free Cash rather than taxation.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** The Town's EF operating budgets set forth in this article reflect the cost of providing Town services in an efficient manner with the objective of maintaining delivery of current levels of service to residents.

**ARGUMENTS OPPOSED:** The level of services provided by the Town should be reduced to lower costs to residents and the Town's subsidy to the Transfer Station EF should be eliminated.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 53F ½.

*For more information, contact Finance Director Brian Keveny at [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*

## **Article 5. Fiscal Year 2026 Revolving Fund Expenditure Limits**

*Proposed by: Select Board*

*Estimated Cost: \$1,172,900*

To determine if the Town will vote to set the following enumerated dollar figures as the total amount to be expended from the respective authorized revolving funds for Fiscal Year 2026, or take any action relative thereto:

1. Council on Aging:	\$ 34,000
2. School Department / Professional Development:	\$ 900
3. School Department / Curriculum:	\$ 0
4. Recreation:	\$ 960,000
5. Recreation Athletic Fields:	\$ 175,000
6. Conservation Community Gardens:	\$ 3,000

**FINANCE COMMITTEE COMMENTS:** Passage of this article will establish the FY26 spending caps for the Town's Revolving Funds. The 2017 Annual Town Meeting adopted Town Code Chapter 19, Section 10, establishing revolving funds under Mass General Laws, Ch. 44, section 53E ½. Adoption of this state statute requires the Select Board to recommend to Town Meeting annually and for Town Meeting to set the limits of expenditure for each revolving fund. For FY26, the Select Board recommends the spending caps noted in numbers 1-6 above:

Council on Aging (COA): This spending cap remains unchanged at \$34,000. Budgeted expenses for FY26 include, but are not limited to, payments for fitness class instructors and miscellaneous expenses.

School Department/Professional Development: This spending cap will decrease from \$4,500 in FY25 to \$900 for FY26, or a decrease of \$3,600 (80%). This fund allows the School Department to collect registration fees from individuals outside of the district who attend district developmental programming, and then use those fees to offset the costs of the associated programming. Budgeted expenses for FY26 include, but are not limited to, payments for the cost of professional development presenters and associated miscellaneous expenses.

School Department/Curriculum: The School Department is not anticipating any revenues or expenses for this fund in FY26; it also expected none in FY25.

**Recreation Revolving:** This spending cap will decrease from \$1,250,000 in FY25 to \$960,000 for FY26, or a decrease of \$290,000 (23%). Revenues originate from fees for summer camps, pre-K and adult programming, town beach passes, concession sales, as well as other miscellaneous programming. Budgeted expenses include, but are not limited to, one full-time employee, as well as seasonal staff, including lifeguards, CPR training, pre-K programming, ski programs, adult programming, summer camps, supplies and maintenance at town beach, and other miscellaneous expenses.

**Recreation Athletic Fields:** This spending cap will decrease from \$190,000 in FY25 to \$175,000 in FY26, or a decrease of \$15,000 (7.8%). Revenue is derived from users paying for rental of athletic fields by the hour or by the season. Budgeted expenses for FY26 are consistent with last year which include, but are not limited to, the maintenance of turf fields, water, and electrical expenses.

**Conservation Community Gardens:** This spending cap remains unchanged at \$3,000. Revenue is derived from fees for garden plots. Budgeted expenses for FY26 include, but are not limited to, the rental of a dumpster, water, compost and native plantings as well as other miscellaneous expenses.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** Revolving fund expenditure limits reflect the needed business limits of each programmatic fund based on changing economic conditions and demand limits.

**ARGUMENTS OPPOSED:** The Finance Committee is not aware of any.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws Chapter 44, Section 53E ½.

*For more information, contact Finance Director Brian Keveny at [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*

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## **Article 6. Update Personnel Bylaws and Wage & Classification Plan**

*Proposed by: Select Board*

To determine whether the Town will vote to amend the Code of the Town of Wayland, Chapter 43 Personnel and the Personnel Wage and Salary Classification Plan previously adopted by the Town to amend the tables as set forth in Appendix B.

**FINANCE COMMITTEE COMMENTS:** This article requests Town Meeting's approval of various changes to the Wage & Classification Plan (see Appendix B for the proposed changes).

**Non-Union Positions:** Historically, adjustments to the Wage & Classification Plan have been made to reflect additions, deletions, reclassifications of various positions and cost-of-living adjustments (COLA) and salary adjustments for non-union positions shown in the N Schedule; and changes to wage scales for recreational seasonal and various other positions, including those impacted by Massachusetts minimum wage increases that have occurred over the years. It should be noted that changes, if any, to recreational seasonal positions are funded from the Recreation revolving fund and, therefore, do not have a tax impact as they are paid from fees.

While labor markets remain somewhat competitive, the Town has made progress attracting and retaining professional staff over the past eighteen months, in part due to market adjustments made to many non-union positions. The "Classification and Compensation Study for All Town Wage Scales" funded under Article 21 at the 2024 Annual Town Meeting (ATM), anticipated to start in March 2025, should provide important data which the Town can use to remain competitive in the future.

COLA of 2.50% for FY26 have been reflected in the non-union wage scales. In addition, a 3.4% market salary adjustment is being proposed for all non-union positions shown in the N Schedule. This is the final year of a three-year adjustment totaling 10% which was supported by anecdotal market information in 2022,

including the market adjustment agreed to with one of the Town's unions (see below). The financial impact of approving the proposed 3.4% market adjustment, or approximately \$95,835, has been reflected in the FY26 operating budget. This market adjustment is in addition to the COLA adjustments noted above.

*Union Positions:* The wage scale tables and position classifications for union positions are included for informational purposes only. In FY 24, all the Town and School unions settled their collective bargaining agreements for the three-year period beginning July 1, 2023, except for the International Association of Firefighters, AFL-CIO Local 1978. At the time the warrant went to the printer, the Fire Union contract remained unsettled.

In February 2023, the Town and the American Federation of State, County, and Municipal Employees – Local 690 Wayland - 1 & 2 (AFSCME) Union agreed to a 10% market adjustment based on a 75% percentile target of comparable wages for all AFSCME Union positions based on the results of a May 2022 compensation study. The parties agreed to spread this percentage increase over three years. The FY24 and FY25 adjustments were approved at the 2023 and 2024 ATMs, respectively. The financial impact of the final year's 3.4% market adjustment, or approximately \$162,178, has been reflected in the FY26 operating budget. This market adjustment is in addition to the COLA adjustments noted below.

COLA for FY26 have been reflected in the following union wage scales shown in Appendix B: the Police Union – 2.75%; and the Library, DPW and AFSCME Unions – 2.50%.

The Personnel Board recommends approval. Vote: 4-0-0

The Select Board recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** The Wage & Classification Plan allows for periodic wage increases for non-union employees and provides for reasonable wage growth over time depending on economic conditions. Compensation adjustments to keep Wayland abreast of market wages is critical to attract and retain staff in all departments.

Recreational seasonal wage adjustments will keep Wayland competitive in this market. The adjustments are also consistent with the Recreation Department's efforts to certify their summer programs with the State.

**ARGUMENTS OPPOSED:** Market salary adjustments for non-union positions should be based on an independent compensation study and not tied to the results of studies performed for union positions or anecdotal evidence. The study funded at the 2024 ATM should be completed prior to making any further market adjustments to non-union salaries.

Opponents might say that salary growth should be lower based on the perceived need to better manage the budget and that wages should not be adjusted.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-0-0.

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws Chapter 41, Section 108A.

**CONSISTENCY WITH LAW:** This proposed bylaw amendment is not repugnant to Massachusetts or federal law.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## **Article 7. Surface Water Quality Committee Budget**

*Proposed by: Select Board*

*Estimated Cost: \$30,000*

To determine whether the Town will vote to appropriate funds for the expenses of the Surface Water Quality Committee to be spent under the direction of the Select Board.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will fund the work of the Surface Water Quality Committee (SWQC) which is episodic in nature as water treatment requirements and related costs



can vary widely from year to year. For instance, some years we need to remove and/or treat for milfoil and some years we do not.

Appropriating funds through an article rather than the budget allows funds to be carried over year to year versus an annual budget allocation that is set prior to the scope of work and estimated costs are identified. The FY26 budget request of \$30,000 is the same funding level as FY25.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** Appropriating funds through an article rather than the budget allows funds to be carried over, improving budgeting and cash flow.

This allocation is not included in the FY26 budget. Without this article, there will be no funds to perform this work.

**ARGUMENTS OPPOSED:** These expenditures are no different than budget items that do not carry over and should be part of the omnibus budget.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-0-0.

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws, Chapter 40, Section 5.

*For more information contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## **Article 8. Capital Stabilization Fund Appropriation**

*Proposed by: Select Board*

*Estimated Cost: \$250,000*

To determine if the Town will vote to appropriate the sum of \$250,000 from the General Fund Unreserved Fund Balance to the Town's Capital Stabilization Fund.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will contribute \$250,000 from Free Cash to the Capital Stabilization Fund (CSF) to support future expenses related to the Town's Capital Improvement Plan (CIP). This fund-to-fund transfer does not require an increase in taxation.

The 2021 Annual Town Meeting approved the establishment and initial funding of a CSF. The objectives of the fund are to provide a source of funds to keep projects previously approved by Town Meeting moving forward, level the impact of capital expenditures on taxation, and to create a funding source for the Town share of matching grants.

Funds may be transferred into the CSF by a simple majority vote of Town Meeting from any general fund source, including taxation, free cash, or residual funds at the completion of previously approved capital projects ("capital close outs").

The Treasurer is the custodian of the CSF and will invest the fund as allowable by state statute. Any interest earned on the assets of the CSF shall be added to it. Monies accumulated in the CSF carry over from one fiscal year to another. As of June 30, 2024, the CSF balance was approximately \$1,882,918.

Appropriations from the CSF to support capital expenditures require a two-thirds majority vote of Town Meeting. The policy established that appropriations from the CSF, in priority order, are restricted to: 1) additional funding to support the Town's Capital Investment Plan for projects previously approved at Town Meeting 2) unanticipated capital projects resulting from a catastrophic or emergency event if the financial burden of the event is in excess of an amount which the Finance Committee Reserve Fund can cover 3) the Town share of matching grants 4) support of critical capital expenses if revenue, from whatever source, including free cash, is less than forecasted in the Five-Year Capital Investment Plan 5) providing for General Fund "pay-as-you-go" capital appropriations.

The Select Board recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** Funding the CSF provides a capital funding source that improves the Town's ability to smooth out the year-to-year impact on taxation from capital spending.

CSF assets are still considered part of the Town's total reserve fund balance evaluated by rating agencies such as Moody's in their determination of the Town's bond rating.

Borrowing charges residents tomorrow for today's projects. The CSF provides a mechanism to proactively plan and save specifically for the Town's future anticipated capital needs.

**ARGUMENTS OPPOSED:** Funds in a CSF are restricted in that they can only be spent to directly fund capital projects or to fund related debt service payment, i.e. less flexibility in a general reserve fund.

The Town lacks a consistent, measurable way of funding the capital stabilization fund.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-0-0

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws Chapter 40, Section 5B.

*For more information, contact Finance Director Brian Keveny at [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*

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## **Article 9. Special Education Reserve Fund**

*Proposed by: Select Board*

*Estimated Cost: \$500,000*

To determine whether the Town will vote to appropriate the sum of \$500,000 to be provided by Free Cash to the Special Education Reserve Fund established pursuant to M.G.L. Chapter 40, Section 13E.

**FINANCE COMMITTEE COMMENTS:** This article requests an appropriation of \$500,000 to be deposited in the Special Education Reserve Fund, which was established at the 2023 Annual Town Meeting under the provisions of M.G.L. c.40 Section 13E. The purpose of the fund is to support unanticipated or unbudgeted costs of special education and recovery high school programs, out-of-district tuition or transportation.

Special Education services for students who qualify are mandated by the Commonwealth and the cost to communities can vary significantly from year to year. Budgeting for these costs is difficult given the limited visibility into the number of students requiring such services, e.g., existing in-district students seeking out-of-district services and students moving to Wayland that require such services. Over the past three fiscal years, the Town incurred special education costs of \$3.9M (FY22), \$3.5M (FY23) and \$5.1M (FY24). In FY25, due to a 32% increase in Special Education transportation services and unforeseen increased demand for services, the current projected costs are \$6,339,478 versus a budget of \$4,969,111. Although the FY26 budget of \$5,905,617 reflects a decrease from the FY25 projected costs due to an anticipated increase in state reimbursement and an expected net decrease in out-of-district placements, there are \$600,000 in potential costs not included in the budget.

Over the past two years, Town Meeting approved annual appropriations of \$150,000 for deposit into the Special Education Reserve Fund. The initial deposit was utilized in FY24 to help cover a lower than anticipated state reimbursement, and the FY25 deposit may be needed to cover excess costs should the Town not receive an extraordinary state reimbursement later this fiscal year. Like other stabilization funds, the current long-term plan for this fund is to receive annual appropriations.

The School Committee recommends approval. Vote: 5-0-0.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** Special Education services are mandated by the Commonwealth of Massachusetts. The number of students eligible for services and the type of services that students are eligible for vary from year to year. This variability makes it difficult for the schools to properly budget the correct

amount. Continuing to fund this reserve fund should allow better budgeting in the Schools' operating budget and improves transparency when additional Special Education funds are required.

Continuing to fund the Special Education Reserve Fund should allow the Schools operating budget not to fluctuate as much as it has previously with regards to special education expenses.

**ARGUMENTS OPPOSED:** Funds in the Special Education Reserve Fund are restricted to special education services, out of district tuition, transportation costs and recovery high school tuition; they are limited in scope.

The historical funding then immediate use of the Special Education Reserve Fund indicates that this is not a reserve fund but rather, essentially, an additional operating expense that is not correctly accounted for in the school's budget. Rather than fund a reserve, the Town should fund the Schools operating budget by an incremental amount.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws, Chapter 40, Sections 5 and 13E.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us)*

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## **Article 10. Fiscal Year 2026 Omnibus Budget and Enterprise Fund Capital Budgets**

*Proposed by: Finance Committee*

*Estimated Cost: \$120,892,284*

To determine:

A. what sum of money the Town will appropriate for (i) the operation and expenses of the Town, including capital expenses for equipment, improvements, or other purposes and (ii) the Water, Wastewater and Transfer Station Enterprise Funds' capital expenses for equipment, improvements, or other purposes; and determine whether such appropriations shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise;

B. whether the Town will vote to appropriate, by transferring the sum of \$175,326 from the Unreserved Fund Balance and \$31,624 from surplus bond proceeds which are not required to complete the projects for which they were originally borrowed for the full cost of the Wayland Stormwater Asset Management Project, of which the Town will be reimbursed 60% of the total project cost valued at \$124,170 in grant funding already allocated to the Town for this project from MassDEP, the State Revolving Fund and/or the Massachusetts Clean Water Trust, such that any amount appropriated hereunder shall be offset by the amount of any grants received by the Town for said project, or take any other action relative thereto;

C. whether the Town will appropriate a sum of money to pay additional costs of making water tank improvements and whether this amount shall be transferred from surplus bond proceeds which are not required to complete the projects for which they were originally borrowed, or otherwise provided, or to take any other action relative thereto;

D. whether the Town will appropriate a sum of money to pay costs of purchasing an H-18 dump truck and whether this amount shall be transferred from surplus bond proceeds which are not required to complete the projects for which they were originally borrowed, or otherwise provided,; and

E. whether the Town will authorize the Treasurer, with the approval of the Select Board, to borrow \$8,385,330 pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 7, or any other enabling legislation, of which \$5,764,723 and \$2,620,607 are attributable to borrowing by the General Fund and the Water and Wastewater Enterprise Funds, respectively, or to take any other action relative thereto.

**MOTIONS (subject to change):**

1) “That each and every numbered item set forth in the Finance Committee’s omnibus operating budget for Fiscal Year 2026 listed on pages 38-47 of the Warrant for the 2025 Annual Town Meeting be voted, granted and appropriated as an expenditure for the several purposes and uses set forth in said budget establishing a total budget of \$107,961,661 which sum shall be expended only for the purposes shown under the respective boards, committees and offices of the Town; and, of the total sum so appropriated, \$106,514,652 shall be raised by taxation, \$423,831 shall be provided by transfer from Ambulance Receipts, and \$1,023,178 shall be provided by transferring from other funds.”

2) “That items numbered 1 thru 5 and 7 thru 29 set forth in the Finance Committee’s omnibus capital budget for Fiscal Year 2026 listed on pages 48-49 of the Warrant for the 2025 Annual Town Meeting, in the total amount of \$9,578,673, be appropriated for equipment and vehicles acquisitions and projects for the listed departments, each of which shall be an appropriation, and of the total sum so appropriated, the Treasurer, with the approval of the Select Board, is authorized to borrow \$5,764,723 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7, or any other enabling legislation, and to issue bonds or notes of the Town therefor, and further, that \$1,354,532 shall be transferred from the Unreserved Fund Balance, \$151,000 shall be provided by transfer from Ambulance Receipts, \$534,484 shall be provided from Surplus Capital Funds, \$23,934 shall be provided from surplus bond proceeds which are not required to complete the projects for which they were originally borrowed, \$100,000 shall be provided by transfer from the Capital Stabilization Fund, and \$1,650,000 shall be provided by transfer from the Receipts Reserved for the Sale of Real Estate Fund.”

3) “That item number 6 set forth in the Finance Committee’s omnibus capital budget for Fiscal Year 2026 listed on pages 48-49 of the Warrant for the 2025 Annual Town Meeting, in the amount of \$206,950, be appropriated for the Wayland Stormwater Asset Management Project by transferring the sum of \$175,326 from the Unreserved Fund Balance and \$31,624 from surplus bond proceeds which are not required to complete the projects for which they were originally borrowed for the full cost of such project, of which the Town will be reimbursed 60% of the total project cost valued at \$124,170 in grant funding already allocated to the Town for this project from MassDEP, the State Revolving Fund and/or the Massachusetts Clean Water Trust, such that any amount appropriated hereunder shall be offset by the amount of any grants received by the Town for said project.”

4) “That items numbered 30 thru 38 set forth in the Water, Wastewater and Transfer Station Enterprise Funds’ capital budgets for Fiscal Year 2026 listed on pages 49 of the Warrant for the 2025 Annual Town Meeting, in the aggregate amount of \$3,145,000, be appropriated for equipment and vehicles acquisitions and projects for such boards, committees and offices of the Town, each of which shall be an appropriation, and of the total sum so appropriated, the Treasurer, with the approval of the Select Board, is authorized to borrow \$2,620,607 pursuant to the provisions of Massachusetts General Laws Chapter 44, Sections 7, or any other enabling legislation, and to issue bonds or notes of the Town therefor, and further, that \$119,948 shall be provided from Surplus Capital Funds, \$304,445 shall be provided from surplus bond proceeds which are not required to complete the projects for which they were originally borrowed, and \$100,000 shall be transferred from the Unreserved Fund Balance.”

**FINANCE COMMITTEE COMMENTS:** Passage of motions 1-4 above will approve the Town’s FY26 omnibus operating and capital budgets and its Enterprise Funds’ FY26 capital budgets. The Finance Committee refers residents to the *Report of the Finance Committee* at the beginning of the Warrant, which provides details of its recommended FY26 omnibus operating and capital budget, 5-year capital plan for FY26-30, and other relevant information.

Upon advice from Town Counsel, the FY26 capital budgets for the Town’s three enterprise funds have been separated out from the Town’s omnibus capital budget and will be voted upon under a separate motion. In addition, motion 3 above includes special language required in connection with a state grant being pursued by the Town for one of the projects included in the Town’s FY26 omnibus capital budget.

**ARGUMENTS IN FAVOR:** The budgets reflect the cost of operating the Town in an efficient manner to maintain delivery of current levels of service to the residents of Wayland.

**ARGUMENTS OPPOSED:** Some residents believe that the growth in Town spending and the resulting tax increase are unsustainable. Some residents have stated that they feel the level of services should be reduced. Other residents believe that insufficient funds have been budgeted to provide all desired services.

**RECOMMENDATION:** The Finance Committee recommends approval of the following motions noted above: Motion 1: Vote: 7-0-0; Motion 2: Vote: 7-0-0; Motion 3: Vote: 7-0-0; and Motion 4: Vote: 5-0-2.

**QUANTUM OF VOTE:** Majority to appropriate funds under Massachusetts General Laws Chapter 40, Section 5; majority to transfer funds under Chapter 44, Section 33B; and a 2/3 vote is required to borrow per Massachusetts General Laws Chapter 44, Section 2.

*For more information, contact Finance Director Brian Keveny at [bkeveny@wayland.ma.us](mailto:bkeveny@wayland.ma.us).*

	<b>FISCAL YEAR 2026 BUDGET</b>	<b>ACTUAL FY 2023</b>	<b>ACTUAL FY 2024</b>	<b>APPROVED FY 2025</b>	<b>REQUESTED FY 2026</b>
	<b>SELECT BOARD</b>				
	<b>PURCHASE OF SERVICES</b>	<b>\$54,000</b>	<b>\$53,789</b>	<b>\$43,500</b>	<b>\$32,500</b>
	<b>SUPPLIES</b>	<b>\$0</b>	<b>\$211</b>	<b>\$1,000</b>	<b>\$500</b>
<b>1</b>	<b>TOTAL EXPENSES</b>	<b>\$54,000</b>	<b>\$54,000</b>	<b>\$44,500</b>	<b>\$33,000</b>
	<b>TOTAL SELECT BOARD</b>	<b>\$54,000</b>	<b>\$54,000</b>	<b>\$44,500</b>	<b>\$33,000</b>
	<b>TOWN OFFICE</b>				
<b>2</b>	<b>PERSONNEL SERVICES</b>	<b>\$635,017</b>	<b>\$766,530</b>	<b>\$832,157</b>	<b>\$864,398</b>
	<b>PURCHASE OF SERVICES</b>	<b>\$203,430</b>	<b>\$172,018</b>	<b>\$198,500</b>	<b>\$192,500</b>
	<b>SUPPLIES</b>	<b>\$62,147</b>	<b>\$72,438</b>	<b>\$64,768</b>	<b>\$59,500</b>
<b>3</b>	<b>TOTAL EXPENSES</b>	<b>\$265,577</b>	<b>\$244,456</b>	<b>\$263,268</b>	<b>\$252,000</b>
	<b>TOTAL TOWN OFFICE</b>	<b>\$900,594</b>	<b>\$1,010,986</b>	<b>\$1,095,425</b>	<b>\$1,116,398</b>
	<b>PERSONNEL BOARD</b>				
<b>4</b>	<b>PERSONNEL SERVICES</b>	<b>\$17,477</b>	<b>\$13,332</b>	<b>\$15,500</b>	<b>\$10,000</b>
	<b>PURCHASE OF SERVICES</b>	<b>\$25,976</b>	<b>\$18,312</b>	<b>\$19,000</b>	<b>\$12,850</b>
<b>5</b>	<b>TOTAL EXPENSES</b>	<b>\$25,976</b>	<b>\$18,312</b>	<b>\$19,000</b>	<b>\$12,850</b>
	<b>TOTAL PERSONNEL BOARD</b>	<b>\$43,453</b>	<b>\$31,644</b>	<b>\$34,500</b>	<b>\$22,850</b>
	<b>FINANCE</b>				
<b>6</b>	<b>PERSONNEL SERVICES</b>	<b>\$347,022</b>	<b>\$374,290</b>	<b>\$407,108</b>	<b>\$431,852</b>
	<b>PURCHASE OF SERVICES</b>	<b>\$66,352</b>	<b>\$66,360</b>	<b>\$73,365</b>	<b>\$68,156</b>
	<b>SUPPLIES</b>			<b>\$500</b>	<b>\$109</b>
<b>7</b>	<b>TOTAL EXPENSES</b>	<b>\$66,352</b>	<b>\$66,360</b>	<b>\$73,865</b>	<b>\$68,265</b>
	<b>TOTAL FINANCE</b>	<b>\$413,374</b>	<b>\$440,650</b>	<b>\$480,973</b>	<b>\$500,117</b>

	<b>FISCAL YEAR 2026 BUDGET</b>	<b>ACTUAL FY 2023</b>	<b>ACTUAL FY 2024</b>	<b>APPROVED FY 2025</b>	<b>REQUESTED FY 2026</b>
	<b>ASSESSOR</b>				
8	PERSONNEL SERVICES	\$207,714	\$267,238	\$309,291	\$331,650
	PURCHASE OF SERVICES	\$48,621	\$56,269	\$59,201	\$53,201
	SUPPLIES	\$2,167	\$2,616	\$2,500	\$2,500
9	TOTAL EXPENSES	\$50,788	\$58,885	\$61,701	\$55,701
	TOTAL ASSESSOR	\$258,502	\$326,123	\$370,992	\$387,351
	<b>TREASURER</b>				
10	PERSONNEL SERVICES	\$243,779	\$218,952	\$267,654	\$278,607
	PURCHASE OF SERVICES	\$88,399	\$51,468	\$54,150	\$39,650
	SUPPLIES	\$24,651	\$18,488	\$25,000	\$21,000
11	TOTAL EXPENSES	\$113,050	\$69,956	\$79,150	\$60,650
	TOTAL TREASURER	\$356,829	\$288,908	\$346,804	\$339,257
	<b>TOWN COUNSEL</b>				
	PURCHASE OF SERVICES	\$397,910	\$354,636	\$244,000	\$249,093
	SUPPLIES	\$0	\$0	\$0	\$0
12	TOTAL EXPENSES	\$397,910	\$354,636	\$244,000	\$249,093
	TOTAL TOWN COUNSEL	\$397,910	\$354,636	\$244,000	\$249,093
	<b>INFORMATION TECHNOLOGY</b>				
13	PERSONNEL SERVICES	\$322,703	\$404,866	\$444,550	\$630,716
	PURCHASE OF SERVICES	\$177,412	\$128,297	\$202,000	\$26,000
	SUPPLIES	\$544,646	\$573,312	\$557,343	\$602,500
14	TOTAL EXPENSES	\$722,058	\$701,609	\$759,343	\$628,500
	TOTAL INFORMATION TECHNOLOGY	\$1,044,761	\$1,106,475	\$1,203,893	\$1,259,216

	<b>FISCAL YEAR 2026 BUDGET</b>	<b>ACTUAL FY 2023</b>	<b>ACTUAL FY 2024</b>	<b>APPROVED FY 2025</b>	<b>REQUESTED FY 2026</b>
	<b>TOWN CLERK</b>				
15	PERSONNEL SERVICES	\$154,121	\$213,161	\$240,820	\$262,443
	PURCHASE OF SERVICES	\$68,307	\$56,239	\$105,855	\$65,390
	SUPPLIES	\$550	\$0	\$1,300	\$1,300
16	TOTAL EXPENSES	\$68,857	\$56,239	\$107,155	\$66,690
	TOTAL TOWN CLERK	\$222,978	\$269,400	\$347,975	\$329,133
	<b>CONSERVATION</b>				
17	PERSONNEL SERVICES	\$235,392	\$231,552	\$285,292	\$295,115
	PURCHASE OF SERVICES	\$31,181	\$45,296	\$41,130	\$40,630
	SUPPLIES	\$18,574	\$10,690	\$18,300	\$10,741
18	TOTAL EXPENSES	\$49,755	\$55,986	\$59,430	\$51,371
	TOTAL CONSERVATION	\$285,147	\$287,538	\$344,722	\$346,486
	<b>PLANNING</b>				
19	PERSONNEL SERVICES	\$74,261	\$106,826	\$122,040	\$158,000
	PURCHASE OF SERVICES	\$2,954	\$4,687	\$6,300	\$3,244
	SUPPLIES	\$0	\$558	\$200	\$200
20	TOTAL EXPENSES	\$2,954	\$5,245	\$6,500	\$3,444
	TOTAL PLANNING	\$77,215	\$112,071	\$128,540	\$161,444
	<b>FACILITIES</b>				
21	PERSONNEL SERVICES	\$487,186	\$607,059	\$771,764	\$739,597
	PURCHASE OF SERVICES	\$548,354	\$376,303	\$365,183	\$379,054
	UTILITIES	\$506,297	\$179,355	\$215,000	\$215,000
	SUPPLIES	\$79,222	\$85,632	\$131,234	\$134,322



	<b>FISCAL YEAR 2026 BUDGET</b>	<b>ACTUAL FY 2023</b>	<b>ACTUAL FY 2024</b>	<b>APPROVED FY 2025</b>	<b>REQUESTED FY 2026</b>
22	<b>TOTAL EXPENSES</b>	<b>\$1,133,873</b>	<b>\$641,290</b>	<b>\$711,417</b>	<b>\$728,376</b>
	<b>TOTAL FACILITIES</b>	<b>\$1,621,059</b>	<b>\$1,248,349</b>	<b>\$1,483,181</b>	<b>\$1,467,973</b>
	<b>MISC COMMITTEES</b> <i>Historic Commission, Historic District Commission, Public Ceremonies Committee</i>				
23	<b>PURCHASE OF SERVICES</b>	<b>\$2,892</b>	<b>\$2,564</b>	<b>\$3,775</b>	<b>\$3,775</b>
	<b>TOTAL EXPENSES</b>	<b>\$2,892</b>	<b>\$2,564</b>	<b>\$3,775</b>	<b>\$3,775</b>
	<b>TOTAL MISC COMMITTEES</b>	<b>\$2,892</b>	<b>\$2,564</b>	<b>\$3,775</b>	<b>\$3,775</b>
	<b>POLICE</b>				
24	<b>PERSONNEL SERVICES</b>	<b>\$2,953,440</b>	<b>\$2,928,363</b>	<b>\$3,297,482</b>	<b>\$3,400,249</b>
	<b>PURCHASE OF SERVICES</b>	<b>\$124,032</b>	<b>\$151,738</b>	<b>\$151,550</b>	<b>\$158,751</b>
25	<b>SUPPLIES</b>	<b>\$264,338</b>	<b>\$299,664</b>	<b>\$313,700</b>	<b>\$313,700</b>
	<b>TOTAL EXPENSES</b>	<b>\$388,370</b>	<b>\$451,402</b>	<b>\$465,250</b>	<b>\$472,451</b>
	<b>TOTAL POLICE</b>	<b>\$3,341,810</b>	<b>\$3,379,765</b>	<b>\$3,762,732</b>	<b>\$3,872,700</b>
	<b>JOINT COMMUNICATIONS</b>				
26	<b>PERSONNEL SERVICES</b>	<b>\$651,123</b>	<b>\$788,595</b>	<b>\$754,805</b>	<b>\$850,018</b>
	<b>PURCHASE OF SERVICES</b>	<b>\$7,720</b>	<b>\$12,203</b>	<b>\$11,500</b>	<b>\$10,500</b>
	<b>UTILITIES</b>	<b>\$13,567</b>	<b>\$12,521</b>	<b>\$16,000</b>	<b>\$16,500</b>
27	<b>SUPPLIES</b>	<b>\$12,679</b>	<b>\$11,866</b>	<b>\$14,000</b>	<b>\$12,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$33,966</b>	<b>\$36,590</b>	<b>\$41,500</b>	<b>\$39,000</b>
	<b>TOTAL JOINT COMMUNICATIONS</b>	<b>\$685,089</b>	<b>\$825,185</b>	<b>\$796,305</b>	<b>\$889,018</b>
	<b>FIRE &amp; ALS</b>				

	<b>FISCAL YEAR 2026 BUDGET</b>	<b>ACTUAL FY 2023</b>	<b>ACTUAL FY 2024</b>	<b>APPROVED FY 2025</b>	<b>REQUESTED FY 2026</b>
28	PERSONNEL SERVICES	\$3,490,205	\$3,195,969	\$3,502,453	\$3,526,228
	PURCHASE OF SERVICES	\$72,221	\$68,885	\$75,500	\$74,125
	SUPPLIES	\$227,560	\$244,961	\$246,944	\$254,944
29	TOTAL EXPENSES	\$299,781	\$313,846	\$322,444	\$329,069
	TOTAL FIRE	\$3,789,986	\$3,509,815	\$3,824,897	\$3,855,297
	<b>BUILDING &amp; ZONING</b>				
30	PERSONNEL SERVICES	\$409,062	\$454,923	\$546,447	\$531,752
	PURCHASE OF SERVICES	\$17,023	\$13,077	\$17,091	\$17,313
	SUPPLIES	\$995	\$4,239	\$1,500	\$1,650
31	TOTAL EXPENSES	\$18,018	\$17,316	\$18,591	\$18,963
	TOTAL BUILDING & ZONING	\$427,080	\$472,239	\$565,038	\$550,715
	<b>SCHOOLS</b>				
32	TOTAL SCHOOLS	\$47,164,445	\$50,113,777	\$52,630,763	\$54,987,318
	<b>REGIONAL VOCATIONAL SCHOOLS</b>				
33	TOTAL REGIONAL VOC SCHOOLS	\$242,651	\$34,373	\$85,810	\$87,955
	<b>DPW ENGINEERING</b>				
34	PERSONNEL SERVICES	\$295,506	\$296,363	\$349,775	\$373,346
	PURCHASE SERVICES	\$9,943	\$15,301	\$21,310	\$22,166
	SUPPLIES	\$8,657	\$6,232	\$6,500	\$6,200
35	TOTAL EXPENSES	\$18,600	\$21,533	\$27,810	\$28,366
	TOTAL ENGINEERING	\$314,106	\$317,896	\$377,585	\$401,712

<b>FISCAL YEAR 2026 BUDGET</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>REQUESTED</b>
		<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
<b>HIGHWAY</b>					
	<b>PERSONNEL SERVICES</b>	\$979,814	\$1,030,250	\$1,213,529	\$0
	<b>PURCHASE SERVICES</b>	\$437,846	\$475,316	\$505,000	\$0
	<b>SUPPLIES</b>	\$140,209	\$148,931	\$174,000	\$0
	<b>TOTAL EXPENSES</b>	\$578,055	\$624,247	\$679,000	\$0
	<b>TOTAL HIGHWAY</b>	\$1,557,869	\$1,654,497	\$1,892,529	\$0
<b>PARK AND CEMETERY</b>					
	<b>PERSONNEL SERVICES</b>	\$763,389	\$843,282	\$939,127	\$0
	<b>PURCHASE SERVICES</b>	\$192,831	\$211,145	\$287,500	\$0
	<b>SUPPLIES</b>	\$145,545	\$148,996	\$170,000	\$0
	<b>TOTAL EXPENSES</b>	\$338,376	\$360,141	\$457,500	\$0
	<b>TOTAL PARK AND CEMETERY</b>	\$1,101,765	\$1,203,423	\$1,396,627	\$0
<b>PUBLIC WORKS</b>					
36	<b>PERSONNEL SERVICES</b>	\$0	\$0	\$0	\$2,251,706
	<b>PURCHASE SERVICES</b>	\$0	\$0	\$0	\$754,694
	<b>SUPPLIES</b>	\$0	\$0	\$0	\$344,500
37	<b>TOTAL EXPENSES</b>	\$0	\$0	\$0	\$1,099,194
	<b>TOTAL PUBLIC WORKS</b>	\$0	\$0	\$0	\$3,350,900
<b>LANDFILL</b>					
38	<b>PURCHASE SERVICES</b>	\$42,064	\$54,139	\$70,000	\$65,000
<b>SNOW</b>					
39	<b>PERSONNEL SERVICES</b>	\$104,561	\$100,626	\$175,000	\$175,000

	<b>FISCAL YEAR 2026 BUDGET</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>REQUESTED</b>
		<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
40	<b>PURCHASE OF SERVICES</b>	<b>\$80,941</b>	<b>\$55,113</b>	<b>\$125,000</b>	<b>\$125,000</b>
	<b>SUPPLIES</b>	<b>\$269,204</b>	<b>\$183,081</b>	<b>\$225,000</b>	<b>\$225,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$350,145</b>	<b>\$238,194</b>	<b>\$350,000</b>	<b>\$350,000</b>
	<b>TOTAL SNOW</b>	<b>\$454,706</b>	<b>\$338,820</b>	<b>\$525,000</b>	<b>\$525,000</b>
<b>BOARD OF HEALTH</b>					
41	<b>PERSONNEL SERVICES</b>	<b>\$978,570</b>	<b>\$1,056,303</b>	<b>\$1,163,935</b>	<b>\$1,260,615</b>
42	<b>PURCHASE OF SERVICES</b>	<b>\$128,557</b>	<b>\$143,217</b>	<b>\$163,669</b>	<b>\$163,487</b>
	<b>SUPPLIES</b>	<b>\$11,182</b>	<b>\$11,585</b>	<b>\$16,000</b>	<b>\$14,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$139,739</b>	<b>\$154,802</b>	<b>\$179,669</b>	<b>\$177,487</b>
	<b>TOTAL BOARD OF HEALTH</b>	<b>\$1,118,309</b>	<b>\$1,211,105</b>	<b>\$1,343,604</b>	<b>\$1,438,102</b>
<b>VETERANS SERVICES</b>					
43	<b>PURCHASE OF SERVICES</b>	<b>\$30,183</b>	<b>\$29,912</b>	<b>\$46,000</b>	<b>\$33,000</b>
	<b>SUPPLIES</b>	<b>\$1,488</b>	<b>\$3,189</b>	<b>\$4,000</b>	<b>\$3,000</b>
	<b>TOTAL EXPENSES</b>	<b>\$31,671</b>	<b>\$33,101</b>	<b>\$50,000</b>	<b>\$36,000</b>
	<b>TOTAL VETERANS SERVICES</b>	<b>\$31,671</b>	<b>\$33,101</b>	<b>\$50,000</b>	<b>\$36,000</b>
<b>COUNCIL ON AGING</b>					
44	<b>PERSONNEL SERVICES</b>	<b>\$235,165</b>	<b>\$307,407</b>	<b>\$346,917</b>	<b>\$362,904</b>
45	<b>PURCHASE OF SERVICES</b>	<b>\$44,845</b>	<b>\$11,278</b>	<b>\$31,440</b>	<b>\$31,440</b>
	<b>SUPPLIES</b>	<b>\$6,466</b>	<b>\$8,094</b>	<b>\$19,400</b>	<b>\$11,500</b>
	<b>TOTAL EXPENSES</b>	<b>\$51,311</b>	<b>\$19,372</b>	<b>\$50,840</b>	<b>\$42,940</b>
	<b>TOTAL COUNCIL ON AGING</b>	<b>\$286,476</b>	<b>\$326,779</b>	<b>\$397,757</b>	<b>\$405,844</b>

	<b>FISCAL YEAR 2026 BUDGET</b>	<b>ACTUAL FY 2023</b>	<b>ACTUAL FY 2024</b>	<b>APPROVED FY 2025</b>	<b>REQUESTED FY 2026</b>
	<b>YOUTH SERVICES</b>				
46	PERSONNEL SERVICES	\$260,026	\$304,957	\$318,282	\$324,852
	PURCHASE OF SERVICES	\$3,331	\$1,203	\$3,400	\$1,800
	SUPPLIES	\$293	\$452	\$1,650	\$750
47	TOTAL EXPENSES	\$3,624	\$1,655	\$5,050	\$2,550
	TOTAL YOUTH SERVICES	\$263,650	\$306,612	\$323,332	\$327,402
	<b>LIBRARY</b>				
48	PERSONNEL SERVICES	\$933,991	\$987,478	\$1,020,553	\$1,056,347
	PURCHASE OF SERVICES	\$46,720	\$52,365	\$56,730	\$58,158
	SUPPLIES	\$237,446	\$238,631	\$249,447	\$241,725
49	TOTAL EXPENSES	\$284,166	\$290,996	\$306,177	\$299,883
	TOTAL LIBRARY	\$1,218,157	\$1,278,474	\$1,326,730	\$1,356,230
	<b>RECREATION</b>				
50	PERSONNEL SERVICES	\$179,494	\$216,329	\$231,018	\$249,226
	PURCHASE OF SERVICES	\$27,081	\$38,146	\$87,358	\$75,728
	SUPPLIES	\$0	\$0	\$0	
51	TOTAL EXPENSES	\$27,081	\$38,146	\$87,358	\$75,728
	TOTAL RECREATION	\$206,575	\$254,475	\$318,376	\$324,954
	<b>DEBT AND INTEREST</b>				
52	TOTAL DEBT AND INTEREST	\$6,006,128	\$8,351,116	\$7,603,113	\$7,231,881
	<b>RETIREMENT</b>				
	PURCHASE OF SERVICES	\$5,728,625	\$5,907,067	\$6,285,643	\$6,871,558

	<b>FISCAL YEAR 2026 BUDGET</b>	<b>ACTUAL FY 2023</b>	<b>ACTUAL FY 2024</b>	<b>APPROVED FY 2025</b>	<b>REQUESTED FY 2026</b>
53	<b>TOTAL RETIREMENT</b>	<b>\$5,728,625</b>	<b>\$5,907,067</b>	<b>\$6,285,643</b>	<b>\$6,871,558</b>
	<b>TOWN ENERGY</b>				
	<b>PURCHASE OF SERVICES</b>	<b>\$0</b>	<b>\$495,703</b>	<b>\$558,580</b>	<b>\$575,337</b>
54	<b>TOTAL TOWN ENERGY</b>	<b>\$0</b>	<b>\$495,703</b>	<b>\$558,580</b>	<b>\$575,337</b>
	<b>SCHOOL ENERGY</b>				
	<b>PURCHASE OF SERVICES</b>	<b>\$0</b>	<b>\$1,051,950</b>	<b>\$1,146,072</b>	<b>\$1,180,454</b>
55	<b>TOTAL SCHOOL ENERGY</b>	<b>\$0</b>	<b>\$1,051,950</b>	<b>\$1,146,072</b>	<b>\$1,180,454</b>
	<b>UNCLASSIFIED</b>				
	<b>HEALTH &amp; LIFE INSURANCE</b>				
	<b>Employee Health Insurance (426)</b>	<b>\$6,350,970</b>	<b>\$6,718,374</b>	<b>\$7,667,721</b>	<b>\$7,711,869</b>
	<b>Retiree Health Insurance (456)</b>	<b>\$1,766,184</b>	<b>\$1,835,263</b>	<b>\$1,973,398</b>	<b>\$2,143,016</b>
	<b>Health Insurance Incentive Waiver (53)</b>	<b>\$273,389</b>	<b>\$251,899</b>	<b>\$241,600</b>	<b>\$251,000</b>
	<b>Employee &amp; Retiree Life Insurance (603)</b>	<b>\$28,935</b>	<b>\$34,265</b>	<b>\$34,800</b>	<b>\$34,800</b>
	<b>Other Expenses</b>	<b>\$67,687</b>	<b>\$218,272</b>	<b>\$260,400</b>	<b>\$275,000</b>
56	<b>TOTAL HEALTH/LIFE INSURANCE</b>	<b>\$8,487,165</b>	<b>\$9,058,073</b>	<b>\$10,177,919</b>	<b>\$10,415,685</b>
	<b>OTHER INSURANCE</b>				
57	<b>PROPERTY, CASUALTY &amp; LIABILITY INSURANCE</b>	<b>\$970,231</b>	<b>\$921,337</b>	<b>\$1,100,176</b>	<b>\$1,160,194</b>
58	<b>MEDICARE TAX - 1.45%</b>	<b>\$844,435</b>	<b>\$890,175</b>	<b>\$862,336</b>	<b>\$866,150</b>
59	<b>UNEMPLOYMENT COMPENSATION</b>	<b>\$43,729</b>	<b>\$23,173</b>	<b>\$50,000</b>	<b>\$50,000</b>
60	<b>POLICE/FIRE DISABILITY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$10,000</b>
61	<b>OCCUPATIONAL HEALTH</b>	<b>\$7,686</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>\$8,000</b>
	<b>TOTAL OTHER INSURANCE</b>	<b>\$1,866,080</b>	<b>\$1,842,685</b>	<b>\$2,035,512</b>	<b>\$2,094,344</b>

	<b><u>FISCAL YEAR 2026 BUDGET</u></b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>APPROVED</b>	<b>REQUESTED</b>
		<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>
<b>62</b>	<b>SICK LEAVE BUYBACK</b>	<b>\$22,721</b>	<b>\$39,741</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>63</b>	<b>RESERVE FOR SALARY</b>				
<b>63</b>	<b>SETTLEMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$286,271</b>	<b>\$537,162</b>
<b>64</b>	<b>RESERVE FUND BUDGET</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$200,000</b>
<b>65</b>	<b>STORMWATER</b>	<b>\$115,722</b>	<b>\$120,564</b>	<b>\$125,000</b>	<b>\$125,000</b>
	<b>TOTAL UNCLASSIFIED</b>	<b>\$10,491,689</b>	<b>\$11,061,063</b>	<b>\$12,914,702</b>	<b>\$13,412,191</b>
	<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$90,151,565</b>	<b>\$97,714,718</b>	<b>\$104,324,475</b>	<b>\$107,961,661</b>

<b>Proposed Omnibus Capital Budget - Fiscal 2026</b>			
<b>DPW</b>			
1	Road Improvements	B	\$ 756,250
2	Equipment H-18 Dump Truck	FC	10,325
		SC	295,675
3	Equipment P-57 Gang Mower	FC	156,050
4	Equipment H-32 Wacker	FC	100,000
5	P-53 Utility Truck	FC	111,000
6	Stormwater Asset Management Project	FC	175,325
		SC	31,625
7	Route 20 Rehabilitation Design	RE	250,000
<b>Town Manager</b>			
8	Field Rehabilitation	CS	100,000
<b>Facilities</b>			
9	Public Safety Building Exterior Painting/Sealing	FC	240,000
10	Motor Pool Vehicles	FC	60,000
11	Town Building Mechanical/Electrical Improvements (Phase 2)	B	1,360,000
<b>Fire</b>			
12	Fire Vehicle - Pumper	B	1,190,000
13	Communication Equipment	AMB	70,000
14	Fire Vehicle – Car 1	AMB	81,000
<b>Joint Communications Center</b>			
15	Emergency Medical Dispatch Software Upgrade	FC	20,000
16	Radio System and Equipment Upgrades	FC	200,000
<b>Police</b>			
17	Traffic Signal Purchase/School Route Safety	FC	50,000
18	Furniture Replacement	FC	60,000
<b>Conservation</b>			
19	Snake Brook Dam Rehabilitation	RE	1,400,000
<b>Schools</b>			
20	DW Boilers and Boiler System	B	1,320,473
21	DW Roof Replacement/Repairs	B	383,000
22	Elementary Installation of HVAC Air Conditioning	B	405,000
23	WMS Automatic Transfer Switch (Emergency Generator)	B	350,000
24	WHS and WMS Ceiling and Wall Repairs	SC	251,900
25	WHS Mini-Bus for Athletics Replacement (2 Buses -10 year cycle)	FC	55,000
26	WMS Rooftop Air Handling Units and Exhaust Fans	FC	39,157
		SC	10,843
27	DW Classroom Cabinetry Replacement	FC	138,000
28	DW 1 New 71 Capacity Bus	FC	80,000
29	WMS Temporary Ramps for Student Requiring Assistance	FC	35,000
<b>TOTAL OMNIBUS CAPITAL BUDGET</b>			<b>\$ 9,785,623</b>



<b>SUMMARY OF FUNDING SOURCES</b>		
BORROWING (within the levy)	B	\$ 5,764,723
FREE CASH (unspent funds from prior years)	FC	1,529,858
SURPLUS CAPITAL (unspent funds from completed capital projects)	SC	590,042
RECEIPTS RESERVED FOR SALE OF REAL ESTATE FUND	RE	1,650,000
CAPITAL STABILIZATION	CS	100,000
AMBULANCE FUND (ambulance fees)	AMB	<u>151,000</u>
<b>TOTAL FUNDING SOURCES</b>		<b><u>\$ 12,599,623</u></b>

<b>Proposed Enterprise Fund Capital Budgets - Fiscal 2026</b>			
<b>DPW</b>			
<b>Water Enterprise Fund</b>			
30	Water Main-Design/Construction – Dudley Road	WB	100,000
31	Vehicle Garage Updates	WB	25,000
32	Water Tank Supplement	WB	875,607
		SC	424,393
33	PFAS Enclosure Improvements	WB	100,000
34	MWRA Design Funds	WB	1,230,000
<b>Wastewater Enterprise Fund</b>			
35	Vehicle Replacement – Hybrid	WWB	65,000
36	Low Pressure Sewer Replacement-Design – Existing Conditions	WWB	75,000
37	Low Pressure Sewer Replacement – Construction	WWB	150,000
<b>Transfer Station Enterprise Fund</b>			
38	Compactor Replacement	TSFC	100,000
<b>TOTAL ENTERPRISE FUNDS CAPITAL BUDGETS</b>			<b><u>\$ 3,145,000</u></b>
<b>SUMMARY OF FUNDING SOURCES</b>			
WATER ENTERPRISE FUND BORROWING (water fees)		WB	2,330,607
WASTEWATER BORROWING		WWB	290,000
SURPLUS CAPITAL (unspent funds from completed capital projects)		SC	424,393
GENERAL FUND FREE CASH SUBSIDY		TSFC	100,000
<b>TOTAL FUNDING SOURCES</b>			<b><u>\$ 3,145,000</u></b>

<b>1. Budget: DPW - \$756,250</b>	
Title: Road Improvements	Project Advocate(s): DPW Director
Description & Justification: This is funding to continue planned road improvement projects on the Town's 96 miles of roadway. At present construction rates, resurfacing costs approximate \$250,000 per mile. Roads that are planned for paving are Concord Road Phase 2, Red Barn Road, Tally Ho Lane, Graybirch Lane, Joyce Road, Keith Road, French Avenue, Dairy Farm Lane, East Plain Road. Funding appropriation will support design, construction, legal & personnel services. The funding requested supports a 15-year resurfacing schedule, factoring in an annual cost escalation. We have	

evaluated required water main projects, drainage issues, and pavement conditions. This is intended to be an annual program, and combined with Chapter 90 funding to ensure the Town's roads and municipal ways remain in safe and usable condition.

Relationship to General Plan: Infrastructure maintenance

History: Planned and ongoing. Increased by \$26,881 from FY25-29 approved plan

Source of Funds: Borrowing

In the 5 Year Capital Plan?: Yes

## **2. Budget: DPW - \$306,000**

Title: Equipment H-18 Dump Truck

Project Advocate(s): DPW Director

Description & Justification: Truck is set for scheduled replacement New 2025 Mack Granite Swap-Loader with sander. Truck is a 2009 making it 16 years old and is a vital vehicle for road construction and snow/sanding operations. The vehicle's increasing age has increased repair and maintenance frequency causing unforeseen downtime.

Relationship to General Plan: Equipment replacement

History: Planned, increased by \$6k from FY25-29 approved plan

Source of Funds: \$10,325 Free Cash + \$295,675 Surplus Capital

In the 5 Year Capital Plan?: Yes

## **3. Budget: DPW - \$156,050**

Title: Equipment P-57 Gang Mower

Project Advocate(s): DPW Director

Description & Justification: Machine is set for scheduled replacement. New 2025 Toro 5910 Rough Cut Mower. Machine is a 2018 making it seven years old. Machine is used on a daily basis during the mowing season. We have set this replacement time frame due to increased downtime for repairs and maintenance.

Relationship to General Plan: Equipment replacement

History: Planned, increased by \$7k from FY25-29 approved plan

Source of Funds: Free Cash

In the 5 Year Capital Plan?: Yes

## **4. Budget: DPW - \$100,000**

Title: Equipment H-32 Wacker

Project Advocate(s): DPW Director

Description & Justification: Machine is set for scheduled replacement. New 2025 Wacker WL 28 articulating wheel loader. Machine is a 2011 making it 14 years old and is used for daily highway operations. Machine's age is resulting in frequent repairs of the hydraulic system and future predicted repairs are expected to deem the machine unusable.

Relationship to General Plan: Equipment replacement

History: Planned, increased by \$20k from FY25-29 approved plan

Source of Funds: Free Cash

In the 5 Year Capital Plan?: Yes

## **5. Budget: DPW - \$111,000**

Title: P-53 Utility Truck

Project Advocate(s): DPW Director

Description & Justification: Vehicle is set for Scheduled Replacement. New 2025 F-550 Super Cab Dump Truck. Vehicle is a 2011 Pickup making it 14 years old. Vehicle is used for day-to-day operations and has become unreliable due to breakdowns, and frequent maintenance needed.

Relationship to General Plan: Equipment replacement

History: Planned, decreased by \$19k from FY25-29 approved plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>6. Budget: DPW - \$206,950</b>	
Title: Stormwater Asset Management Project	Project Advocate(s): DPW Director
Description & Justification: Through a State grant, the Town intends to develop a comprehensive Asset Management Plan to better understand the condition and vulnerabilities of the Town's stormwater system by conducting a more intensive assessment of the Town's culverts, drain pipes, catch basins, and manholes. This project will inform capital improvement planning and prioritize infrastructure rehabilitation/repair and routine maintenance. The Town must appropriate the full cost of the project, which is \$206,950. However, the Town anticipates being reimbursed for \$124,170; or 60% of the cost of this project.	
Relationship to General Plan: Infrastructure	
History: New request responsive to grant opportunity to reduce future costs	
Source of Funds: \$174,326 Free Cash + \$31,624 Surplus Capital	In the 5 Year Capital Plan?: No

<b>7. Budget: DPW - \$250,000</b>	
Title: Route 20 Rehabilitation Design	Project Advocate(s): DPW Director
Description & Justification: This request is for the design of roadway improvements to the commercial corridor of Route 20 (Route 27 westerly to the Oxbow Wayland apartments). The rehabilitation of Route 20 is intended to be performed through the MassDOT Transportation Improvement Program (TIP). This requires that the Town perform the design. The State will then fund and manage the construction effort, assuming the project is added to the TIP list.	
Relationship to General Plan: Infrastructure	
History: Portion of \$700,000 shown in FY28 of approved FY25-29 plan accelerated to FY26.	
Source of Funds: Receipts Reserved for Sale of Real Estate Fund	In the 5 Year Capital Plan?: Yes

<b>8. Budget: Town Manager - \$100,000</b>	
Title: Field Rehabilitation	Project Advocate(s): Town Manager
Description & Justification: In response to concerns in the Wayland community, and an effort to improve the recreation fields within Town, the Town Manager's Office has proposed including \$100,000/per year for the next five years in the 5-Year Capital Plan in order to rehabilitate and improve the fields on a need/case-by-case basis. Wayland has a limited number of playing fields, and a large number of community members (i.e. student and adult groups) that are trying to make use of the limited resources. With new turf field construction banned within Town until January 2028, it can be difficult to keep the remaining grass fields in playable/usable condition. In order to provide the best possible services to Town residents, additional funding to address Town fields on an as-needed basis for the next five years is being requested.	
Relationship to General Plan: Building and grounds maintenance	
History: New request responsive to the needs of recreation	
Source of Funds: Capital Stabilization Fund	In the 5 Year Capital Plan?: No

<b>9. Budget: Facilities Department - \$240,000</b>	
Title: Public Safety Building Exterior Painting/Sealing	Project Advocate(s): Director of Buildings
Description & Justification: Replacing and Painting of siding on public safety building Exterior siding on public safety is in poor condition, new siding will improve building envelope and improve appearance	
Relationship to General Plan: Building and grounds maintenance	
History: Planned, increased by \$90k from FY25-29 approved plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>10. Budget: Facilities Department - \$60,000</b>	
Title: Motor Pool Vehicles	Project Advocate(s): Director of Buildings
Description & Justification: Replacement of Motor Pool Vehicles. Vehicles are due to be replaced	
Relationship to General Plan: Vehicle replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>11. Budget: Facilities Department - \$1,360,000</b>	
Title: Town Building Mechanical/Electrical Improvements (Phase 2)	Project Advocate(s): Director of Buildings
Description & Justification: Town building mechanical and electrical upgrades. Town building requires two new boilers and other mechanical and electrical upgrades to maintain functionality and occupant comfort.	
Relationship to General Plan: Infrastructure maintenance	
History: Planned	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>12. Budget: Fire Department - \$1,190,000</b>	
Title: Fire Vehicle – Pumper	Project Advocate(s): Fire Chief
Description & Justification: Replace outdated fire engine/pumper as part of replacement schedule. Estimated delivery time is 2 - 3 years from date of order.	
Relationship to General Plan: Vehicle replacement	
History: Planned, increased by \$290k from FY25-29 approved plan	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

<b>13. Budget: Fire Department - \$70,000</b>	
Title: Communication Equipment	Project Advocate(s): Fire Chief
Description & Justification: Purchase portable and mobile and corresponding equipment.	
Relationship to General Plan: Safety equipment replacement	
History: Planned, increased by \$5k from FY25-29 approved plan	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>14. Budget: Fire Department - \$81,000</b>	
Title: Fire Vehicle - Car 1	Project Advocate(s): Fire Chief
Description & Justification: Replace Car 1 and associated equipment which is used by the Fire Chief for administrative and emergency purposes.	
Relationship to General Plan: Vehicle replacement	
History: Planned, increased by \$6k from FY25-29 approved plan	
Source of Funds: Ambulance Fund	In the 5 Year Capital Plan?: Yes

<b>15. Budget: Joint Communications Center - \$20,000</b>	
Title: Emergency Medical Dispatch Software Upgrade	Project Advocate(s): Police & Fire Chiefs
Description & Justification: Upgrade existing Emergency Medical Dispatch Software and additional CAD Dispatching Software Licensing. Latest version of EMD Software and adding additional CAD Licensing.	
Relationship to General Plan: Equipment replacement	
History: Planned, decreased by \$5k from FY25-29 approved plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>16. Budget: Joint Communications Center - \$200,000</b>	
Title: Radio System and Equipment Upgrades	Project Advocate(s): Police & Fire Chiefs
Description & Justification: The on-going upgrades of our radio systems. The on-going upgrades of our radio systems	
Relationship to General Plan: Equipment replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>17. Budget: Police Department - \$50,000</b>	
Title: Traffic Signal Purchase/ School Route Safety	Project Advocate(s): Police Chief
Description & Justification: To upgrade existing traffic signals and improve school grade crossings. Numerous traffic signals need significant upgrades and we continue to improve school walking routes.	
Relationship to General Plan: Equipment replacement	
History: Planned, increased by \$20k from FY25-29 approved plan	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>18. Budget: Police Department - \$60,000</b>	
Title: Furniture Replacement	Project Advocate(s): Police Chief
Description & Justification: Replace Sergeant and Report writing area furniture. Furniture is at end of life and over 25 years old	
Relationship to General Plan: Equipment replacement	

History: Planned, increased by \$30k from FY25-29 approved plan and accelerated from FY27 to FY26	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

19. Budget: Conservation - \$1,400,000	
Title: Snake Brook Dam Rehabilitation	Project Advocate(s): Conservation Commission
Description & Justification: Project addresses deferred maintenance for safety reasons and to upgrade the dam from poor to good condition. The proposed work will increase the discharge by enlarging the spillway, shore up the downstream slope of the earthen dam, and repair the lower-level outlet. After the overtopping event in September 2021, the dam was downgraded to poor condition, resulting in a mandate by the Office of Dam Safety to rehabilitate the dam and correct the deficiencies by March 2024. This funding is to be used in combination with \$900K approved at ATM2022 and \$580K approved at ATM2025.	
Relationship to General Plan: Infrastructure	
History: Planned; still pursuing potential Federal grant in same amount	
Source of Funds: Receipts Reserved for Sale of Real Estate Fund	In the 5 Year Capital Plan?: Yes

20. Budget: School Department - \$1,320,473	
Title: DW Boilers and Boiler System	Project Advocate(s): School Committee, Director of Buildings
Description & Justification: Remove and replace failing and dated boiler systems boilers at the WMS that are inefficient and need to be replaced.	
Relationship to General Plan: Equipment replacement	
History: Planned. Increased by \$884,473 from FY25-29 approved plan due to expanded scope of project.	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

21. Budget: School Department - \$383,000	
Title: DW Roof Replacement/Repairs	Project Advocate(s): School Committee, Director of Buildings
Description & Justification: Replacing/ Repairing Roofing across the district. Roofing is past its useful life in some places in others in need of repair.	
Relationship to General Plan: Building Repair	
History: Planned	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes

22. Budget: School Department - \$405,000	
Title: Elementary Installation of HVAC Air Conditioning	Project Advocate(s): School Committee, Director of Buildings
Description & Justification: Installation of HVAC/ AC across elementary schools to maintain safe temperatures.	
Relationship to General Plan: Equipment replacement	
History: Planned	

Source of Funds: Borrowing	In the 5 Year Capital Plan?: Yes
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<b>23. Budget: School Department - \$350,000</b>	
Title: WMS Automatic Transfer Switch (Emergency Generator)	Project Advocate(s): School Committee, Director of Buildings
Description & Justification: Replacement of transfer switch breaker for the generator at the WMS Current breaker insufficient for needs, replacement would allow generator to automatically kick on during power outages and run properly. Protects the funds already invested in the generator by allowing us to get the full value of it.	
Relationship to General Plan: Equipment replacement	
History: New request responsive to equipment needs	
Source of Funds: Borrowing	In the 5 Year Capital Plan?: No

<b>24. Budget: School Department - \$251,900</b>	
Title: WHS and WMS Ceiling and Wall Repairs	Project Advocate(s): School Committee, Director of Buildings
Description & Justification: High school and middle school ceiling and wall repairs. Walls and ceilings need repair and asbestos abatement.	
Relationship to General Plan: Building Repair	
History: Planned	
Source of Funds: Surplus Capital	In the 5 Year Capital Plan?: Yes

<b>25. Budget: School Department - \$55,000</b>	
Title: WHS Mini-Bus for Athletics Replacement (2 buses - 10 year cycle)	Project Advocate(s): School Committee
Description & Justification: New Minibus for athletics 2 buses- 10 yr cycle	
Relationship to General Plan: New vehicles	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>26. Budget: School Department - \$50,000</b>	
Title: WMS Rooftop Air Handling Units and Exhaust Fans	Project Advocate(s): School Committee, Director of Buildings
Description & Justification: WMS Rooftop HVAC Equipment and Exhaust Fans. Fans and other equipment are due to be replaced	
Relationship to General Plan:	
History: Planned	
Source of Funds: \$39,157 Free Cash + \$10,843 Surplus Capital	In the 5 Year Capital Plan?: Yes

<b>27. Budget: School Department - \$138,000</b>	
Title: DW Classroom Cabinetry Replacement	Project Advocate(s): School Committee

Description & Justification: Replacing Cabinetry across district Cabinets broken, dated, need to be replaced.	
Relationship to General Plan: Equipment replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>28. Budget: School Department - \$80,000</b>	
Title: DW 1 New 71 Capacity Bus	Project Advocate(s): School Committee
Description & Justification: New 71 Capacity Bus. Bus due to be replaced.	
Relationship to General Plan: Vehicle Replacement	
History: Planned	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: Yes

<b>29. Budget: School Department - \$35,000</b>	
Title: WMS Temporary Ramps for Student Requiring Assistance	Project Advocate(s): School Committee
Description & Justification: A student requiring special needs is coming from Claypit Hill school and will be attending the Middle School this coming Fall. Currently, there are no ADA ramps in place at the second means of egress locations in the 6th grade wing of the building. The student will require ramps in locations requiring a second means of egress in different locations as they move through the programming at the middle school.	
Relationship to General Plan: New equipment	
History: New request responsive to student needs	
Source of Funds: Free Cash	In the 5 Year Capital Plan?: No

<b>30. Budget: Department of Public Works, Water - \$100,000</b>	
Title: Water Main-Design / Construction - Dudley Road	Project Advocate(s): DPW Director
Description & Justification: This project is associated with our water main replacement program. Funding in the 5-Year Capital Plan will support design, construction, legal and personnel services. The planned work will involve Dudley Road and West Plain Road. This project is requested in accordance with proper asset management and the replacement of pipes known to be in poor condition.	
Relationship to General Plan: Infrastructure construction	
History: Planned multi-year project	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: Yes

<b>31. Budget: Department of Public Works, Water - \$25,000</b>	
Title: Vehicle Garage Updates	Project Advocate(s): DPW Director
Description & Justification: The rehabilitation of the existing garage is necessary to extend its life and functionality in storing many of the Water Division vehicles and equipment. The building requires	



maintenance to include but not limited to: garage doors, windows & doors. The Water Division ability to store vehicles and equipment in this garage will extend the life of those items.	
Relationship to General Plan: Building Repair	
History: Planned, decreased by \$275k from FY25-29 approved plan	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: Yes

<b>32. Budget: Department of Public Works, Water - \$1,300,000</b>	
Title: Water Tank Supplement	Project Advocate(s): DPW Director
Description & Justification: This funding request is made to supplement a prior appropriation (\$2.5M) to build a second water tank on Reeves Hill. Funding appropriation will support engineering, construction, legal & personnel services. In order to take the existing tank offline for planned and unanticipated repairs the second water tank requires sufficient capacity to meet the needs of the Town such as to provide adequate fire flows while still having adequate reserve for typical system demands. Tank is 35% larger than the originally proposed tank and, therefore, requires a larger concrete foundation, additional site work and increased construction costs.	
Relationship to General Plan: Infrastructure	
History: New request responsive to meet capacity needs	
Source of Funds: \$875,607 Water Enterprise Fund Borrowing + \$424,393 Surplus Capital	In the 5 Year Capital Plan?: No

<b>33. Budget: Department of Public Works, Water - \$100,000</b>	
Title: PFAS Enclosure Improvements	Project Advocate(s): DPW Director
Description & Justification: Installation of a new heating system in the temporary PFAS tent enclosure to meet State Plumbing Code. The second part of this project is to add an insulation system to the walls and ceiling of the temporary PFAS enclosure to reduce propane use during the winter months. The local Plumbing Inspector has allowed the use of a temporary construction heater for the past 3 winter seasons. The Inspector wants to see a permanently mounted, fuel efficient heating system in the structure. This in conjunction with insulating the fabric structure to seal in heat will greatly reduce heating costs until construction is complete on the MWRA connection and upgrades to the Happy Hollow wells.	
Relationship to General Plan: Infrastructure	
History: New request responsive to meet State Plumbing Code	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: No

<b>34. Budget: Department of Public Works, Water - \$1,230,000</b>	
Title: MWRA Design Funds	Project Advocate(s): DPW Director
Description & Justification: At Annual Town Meeting 2023, the Town Meeting authorized the DPW to seek admission to the Massachusetts Water Resources Authority (MWRA). Town Meeting also approved a Capital Expense (\$1,016,000) toward the MWRA Connection Design. This amount was supplemented with \$1M in ARPA funds. Since that approval, the scope of the MWRA Connection Project has expanded to include an upgrade of the Happy Hollow wells whereby the Design now costs a total of \$3,346,000. New design will allow for a dual system.	
Relationship to General Plan: Infrastructure	

History: New request responsive to expanded scope of project	
Source of Funds: Water Enterprise Fund Borrowing	In the 5 Year Capital Plan?: No

<b>35. Budget: Department of Public Works, Wastewater - \$65,000</b>	
Title: Vehicle Replacement – Hybrid	Project Advocate(s): DPW Director
Description & Justification: To replace Wastewater Operations Manager's aging vehicle with a sustainable hybrid vehicle Aging vehicle will not pass inspection next year. This vehicle is critical to properly maintain multiple wastewater facilities and all locations with Wastewater infrastructure.	
Relationship to General Plan: Vehicle replacement	
History: New request responsive to department needs	
Source of Funds: Wastewater Enterprise Fund Borrowing	In the 5 Year Capital Plan?: No

<b>36. Budget: Department of Public Works, Wastewater - \$75,000</b>	
Title: Low Pressure Sewer Replacement-Design - Existing Conditions	Project Advocate(s): DPW Director
Description & Justification: Design upgrade of a portion of the wastewater collection system serving Boston Post Road and assess system for adjacent MBTA zoning. Existing system comprised of a low-pressure sewer system constructed in 1990s which may need to be replaced. During design, the system will be assessed for existing condition as well as capability to handle potential increased residential housing due to MBTA zoning. Project will include identifying locations of existing services and developing the required O&M manual to satisfy DEP permit.	
Relationship to General Plan: Infrastructure construction	
History: New multi-year project responsive to MBTA zoning project	
Source of Funds: Wastewater Enterprise Fund Borrowing	In the 5 Year Capital Plan?: No

<b>37. Budget: Department of Public Works, Wastewater - \$150,000</b>	
Title: Treatment Plant Tank(s) Repair	Project Advocate(s): DPW Director
Description & Justification: The Wastewater Treatment Plant at Town Center has recently demonstrated poor treatment performance as a result of equipment deterioration. There are several factors which led to a buildup of solids, including chipped/peeling paint from the MBR tanks which compromise the existing membrane plates and are most likely the factor for the diffuser clogging. The lining of the tanks prevents further deterioration of the tanks. If the tanks are not maintained properly, the tanks will deteriorate and will need to be replaced at a cost of approx. \$700,000 and would additionally need to be lined/painted at that time.	
Relationship to General Plan: Infrastructure construction	
History: New request responsive to department needs	
Source of Funds: Wastewater Enterprise Fund Borrowing	In the 5 Year Capital Plan?: No

<b>38. Budget: DPW/Transfer Station - \$100,000</b>	
Title: Compactor Replacement	Project Advocate(s): DPW Director

Description & Justification: Replacement of 2004 Recycling Compactor. Funding appropriation will support design, construction, legal and personnel services. The unit undercarriage and customer access decking is rotted. The unit no longer compacts properly due to its aging power and hydraulics.	
Relationship to General Plan: Equipment replacement	
History: Planned	
Source of Funds: General Fund Free Cash Subsidy	In the 5 Year Capital Plan?: Yes

## **Article 11. An Act Authorizing the Town to Establish a Millennium Fund of the Wayland Free Public Library**

*Proposed by: Board of Library Trustees, Select Board*

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding section 53 of chapter 44 of the General Laws or any other general or special law to the contrary, the Town of Wayland may establish and maintain a separate purpose fund to be known as the Millennium Fund of the Wayland Free Public Library, hereinafter referred to as the fund. The fund shall be used exclusively to support the public libraries in the Town of Wayland beyond appropriations of the town therefor.

SECTION 2. Notwithstanding section 53A of chapter 44 and section 11 of chapter 78 of the General Laws or any other general or special law to the contrary, the Board of Library Trustees or its designee, hereinafter referred to as the Trustees, may accept grants or gifts of funds, including gifts of securities, into the fund. All grants or gifts of funds offered to the town for library purposes shall be deposited into the fund upon acceptance by the Trustees; provided, however, that a donor may provide written instructions at the time of donation that the funds offered shall be deposited in another fund or subject to such other restrictions as the donor may elect. Any interest, dividends, revenue, or growth accrued or generated by the fund shall be added to and shall become a part of the fund. The fund shall be available to the Trustees, in its sole discretion and authority and without further appropriation, to achieve the purposes specified in section 1.

SECTION 3. Notwithstanding sections 45 through 47, inclusive, of chapter 41 of the General Laws or any other general or special law to the contrary, the Trust Fund Commissioners, hereinafter referred to as the Commissioners, shall be the custodian of the fund and shall maintain the fund as a separate revenue account. The Commissioners may invest and reinvest the fund pursuant to chapter 203C of the General Laws. The Town Treasurer shall expend therefrom moneys as directed by the Trustees. The books and records of the fund shall be audited annually by an independent auditor in accordance with accepted accounting practices. A copy of the audit shall be provided annually to the Trustees and the Select Board.

SECTION 4. Within 30 days of the effective date of this act, the Commissioners shall inspect the records of the Commissioners and Trustees and determine what existing monies of the town were intended by donors to be a part of the fund and vote to transfer such monies into the fund. Such monies shall thereafter be subject to this act.

SECTION 5. Notwithstanding section 53A½ of chapter 44 of the General Laws or any other general or special law to the contrary, the trustees may, in its sole discretion and authority, accept gifts of tangible personal property on behalf of the town from the federal government, a charitable foundation, private corporation, individual, or from the commonwealth or any political subdivision thereof, and may, in its sole discretion and authority, use said gifts without specific appropriation thereof, for the purpose of such a gift; provided, however, that such purposes are to achieve the purposes specified in section 1, or, if no restrictions are attached to the gift, to achieve the purposes specified in section 1.

SECTION 6. This act shall take effect upon its passage.

**FINANCE COMMITTEE’S COMMENTS:** Passage of this article will authorize the Select Board to petition the Massachusetts General Court to request the enactment of a special act (Special Act) that would legally recognize how the Millennium Fund of the Wayland Free Public Library has operated since its creation more than three decades ago. If approved by the General Court, the Millennium Fund will continue operating as it has since its establishment, honoring the understanding and intent of donors that the accumulated growth of their donations would be added to and become a part of the Fund and be used to benefit the Library.

The Board of Library Trustees established the Millennium Fund in the 1990s to accept donations to support library initiatives that extended beyond its Town budget. At that time, the Library Trustees intended the Fund to act like an endowment, with associated interest and capital appreciation being added to and becoming a part of the Fund. The Commissioners of Trust Funds, working with the Library Trustees and supporting the Fund’s purpose and operations, agreed to oversee the Fund’s investment to provide long-term growth.

These goals and processes were publicized extensively at the time and clearly communicated to all donors, who made their donations with the understanding and expectation that their donations, along with future income and appreciation, would be added to and become a part of the Fund to support its growth.

Recently, the Library Trustees were advised that Massachusetts law may be interpreted to provide that donors must explicitly direct their intention in writing for interest and growth to be added to their donation and remain in a gift account. Consequently, the clause in the original Millennium Fund instrument, *i.e.*, “The principal and income of the fund shall be used for such library purposes as the Board of Library Trustees may determine in its sole discretion,” may be insufficient to establish the necessary donor intent under the law. The Library Trustees were further advised that the Town government could not continue handling the funds by the historical practice, which would jeopardize the Library’s retention of the year-over-year growth from donors over more than 30 years.

This Special Act is a corrective measure to ensure the Fund’s continuity as originally intended and communicated to the public. It aligns with the original Millennium Fund instrument to ensure that its operations will continue as they have since the Fund’s inception.

This Special Act is also aligned with the terms related to the Library in the Town of Wayland Gift Policy recently adopted by the Select Board, which authorizes the Library Trustees to accept gifts to the Town for the Library and manage the same at the Trustees’ discretion.

The most straightforward way to honor Library donors’ original intentions, retain their donations and growth, and ensure the continuity of the Millennium Fund is to pursue a Home Rule Petition through the General Court. The first step in this process is for Town Meeting to pass this article authorizing the Select Board to petition the General Court for this Special Act defining the legal status of the Millennium Fund.

The Board of Library Trustees recommends approval. Vote: 6-0-0.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** Supporting this Special Act now will enable the Select Board to submit it to the General Court as a Home Rule Petition to affirm the status of the Millennium Fund under the authority of the Library Trustees, allowing the retention of the full value of the Fund, including all prior donations, together with all interest, dividends, revenue, or growth accrued or generated by those donations, for use by the Library Trustees for library purposes.

Supporting this Special Act respects and honors the understanding and intention of the public and of past and current donors who made their donations specifically to benefit the Library with the expectation that increases in the value of their donations would be added to and become a part of the Fund, which was created

“To provide a permanent source of funds for the Library that can supplement appropriations to the Library by the Town of Wayland.”

Supporting this Special Act now will instill confidence in donors and the public that their intentions when making donations will be honored in the future and encourage future donations to public institutions in the Town of Wayland.

Because interest and growth currently accumulate in the Fund, it is not expected that passage of the article will have any substantial effect on the Town’s finances. However, it is possible that some donations to the Fund were held by the Town for general purposes. If the article is passed, the Trust Fund Commissioners will review prior donations to determine whether there are any Town funds that should be in the Fund. If any such funds are identified, the Commissioners would be authorized to vote to transfer these monies into the Fund.

If the article is not passed, the Board of Library Trustees, the Commissioners of Trust Funds, and Town staff will be required to undertake a complex analysis of decades of donations to the Millennium Fund, costing time and attention, with the result that the Library may have substantially fewer resources to support such areas as programming, its web site, the Library of Things, improvements to services and spaces, and other Library activities and needs beyond the budget provided by the Town.

**ARGUMENTS OPPOSED:** Some may argue that the Town should comply strictly with the current interpretation of the law, even if earlier donors reasonably expected and intended that interest and growth accumulate in the Millennium Fund.

Some may argue that the Millennium Fund's accumulation of interest and growth can benefit the Town for non-Library uses and that all prior accumulations should be transferred to the Town. The amount of those accumulations is not currently known, and it is therefore not possible to know how much money might become available to the Town if the article is not passed.

Some may argue that the proposed Special Act is unnecessary because the described interpretation of Massachusetts law is too strict and that the historical establishment and operation of the Millennium Fund is sufficient.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority.

*For more information, contact Library Trustees Chair, Aida Gennis at [agennis@wayland.ma.us](mailto:agennis@wayland.ma.us).*

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## **Article 12. Acceptance of MGL 43C § 11; Establishment of Chapter 21 – Department of Municipal Finance**

*Proposed by: Select Board*

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 43C, Section 11 to create a consolidated Department of Municipal Finance, and further, that the Town vote to amend the Town Code by adding a new Chapter 21 - Department of Municipal Finance as follows, or take any other action relative thereto:

### **Chapter 21: Department of Municipal Finance**

§21-1. Department of Municipal Finance. There shall be a Department of Municipal Finance that shall be responsible for the (i) coordination of all financial services and activities of the Town; (ii) maintenance of all accounting records and other financial statements; (iii) payment of all obligations; (iv) receipt of all funds due; (v) monitoring of and reporting on all fiscal and financial activities of the town; and (vi) supervision of all purchases of goods, materials and supplies and maintenance of inventory controls. The department shall

include the offices and functions of the Town Accountant, Treasurer/Collector, Board of Commissioners of Trust Funds and Board of Assessors; provided, however, that although the office of elected Board of Assessors shall be part of the Department of Municipal Finance, such officers shall continue to exercise their respective duties and responsibilities under the General Laws.

§21-2. Director of Municipal Finance, Appointment. The Department of Municipal Finance shall be under the direct control and supervision of a Director of Municipal Finance, also known as the Finance Director, who shall be appointed by the Town Manager for a term of three (3) years, subject to ratification by the Select Board, and whose salary shall be fixed annually within the amount appropriated by the Town. The Director of Municipal Finance may be removed by Town Manager for cause.

§21-3. Director of Municipal Finance, Duties and Responsibilities. The Director of Municipal Finance shall be responsible for the supervision and coordination of all financial personnel, tasks and activities of the department under the General Laws, the Town Code and any applicable rules and regulations. The Director of Municipal Finance may serve ex-officio as the Town Accountant and shall be responsible for coordinating the fiscal management procedures of the offices of the Treasurer/Collector, Trust Fund Commissioners, and Board of Assessors and shall be the administrator of budgeting, including financial reporting, accountability and control, as well as an advisor to the Select Board, Town Manager, Finance Committee and all other Town departments, concerning financial and programmatic implications of current and future financial policies. The Director of Municipal Finance shall provide such assistance to the Town Manager as the Town Manager shall request with regard to the preparation of the Town budget and capital plan.

**PROPOSER'S COMMENTS:** In the Select Board/Town Manager Act (enacted in 2022), the language states that the "...the town manager may create a new department, reorganize, eliminate or consolidate town departments or functions, in whole or in part, and assign functions of a department to another department subject to approval of the select board." In June of 2022, the Acting Town Manager requested the Select Board approve the re-organization of the Finance Department, having the Treasurer/Collector, Assessor and Accountant report to a Finance Director, as opposed to reporting to the Town Manager. The Select Board voted at its June 27, 2022, meeting to approve the consolidation of the department. However, to accomplish this, Town Meeting would need to adopt MGL Chapter 43C § 11. This article completes the work started by the former Acting Town Manager to bring what is already in practice in compliance with Mass General Laws.

The Select Board recommends approval. Vote: 5-0-0.

**FINANCE COMMITTEE COMMENTS:** Following consultation with the Finance Director, the Finance Committee had deemed this article to have negligible financial impact on the Town. Pursuant to Town Code § 19-3, detailed comments, together with a summary of arguments in favor of and in opposition to this article, are not required.

**RECOMMENDATION:** The Finance Committee takes no position on this article. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority - see Massachusetts General Laws Chapter 40, Section 21 and Chapter 43C, Section 11.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## **Article 13. Community Preservation Act: Set Asides and Transfers**

*Proposed by: Community Preservation Committee*

*Estimated Cost: \$790,685*

To determine if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, Section 6, to:

1. Set aside for later spending from the Community Preservation Fund (CPF) Uncommitted Fund, in accordance with the requirements of the Community Preservation Act:

- a. Not less than \$138,651 for community housing; and
  - b. Not less than \$138,651 for historic resources; and
  - c. Not less than \$138,651 for open space, but not including land for recreational use; and
2. Set aside for later spending \$374,732 from the CPF Uncommitted Fund for annual debt service obligations relating to the acquisition of the conservation restriction on Mainstone Farm, as approved by the 2016 Annual Town Meeting; and
3. Transfer not less than \$138,651 from the CPF Community Housing Fund to the Wayland Municipal Affordable Housing Trust Fund for later spending consistent with the CPA.

**FINANCE COMMITTEE COMMENTS:** This article accomplishes three annual tasks for managing the Town's CPF:

- a) annual 10% distribution of funds to Community Housing, Historic Resources and Open Space — the three purposes as required by the Community Preservation Act (CPA);
- b) reservation of the monies required to fund the debt service on the conservation restriction on substantially all of Mainstone Farm; and
- c) transfer of funds set aside for Community Housing in the Community Housing Fund — maintaining the CPA restrictions — to the Wayland Municipal Affordable Housing Trust Fund (WMAHTF) for the creation and preservation of affordable and community housing in Wayland.

The CPF is the Town's primary vehicle for creating and preserving community housing that is affordable for low- and moderate-income individuals and families, undertaking historic resources projects, and financing purchases of open space. CPF monies may also be used for many types of recreation projects as well as payment of administrative expenses and consultant fees associated with appraisals, surveys, studies, plans and similar activities within the scope of the CPA's purposes.

The CPF is funded through the local surcharge on real estate, contributions from the State Community Preservation Trust Fund (SCPTF), and interest earned on these amounts. Unused funds from prior CPF grants are returned to the fund from which they were provided. An appropriation from any part of the CPF must meet statutory criteria for its purpose, be recommended by the Community Preservation Committee (CPC), and be passed by a majority at Town Meeting, or two-thirds majority in the case of borrowing.

*Annual Distribution of Funds:* Within the CPF, there are four separate pools of money. Three funds hold money designated exclusively for a single purpose; community housing, historic resources preservation and open space. Each of these three funds receives at least 10% of the annual contributions, which come from a 1.5% local real estate tax surcharge and from the SCPTF. The remainder of annual contributions (not more than 70%) is assigned to the CPF Uncommitted Fund, which retains the balance of funds not specifically designated. The monies in the individual purpose funds can only be used for those specific purposes, while the monies in the CPF Uncommitted Fund may be used for any of the three purposes, certain recreation projects, and CPC administrative expenses (such as appraisals, studies, and plans). Item 1 above accomplishes the annual allocation to the three individual purpose funds. See *Report of the CPC* in Appendix D for available funding before and after the requested set asides and transfer noted above.

*Debt Service:* The 2016 Annual Town Meeting (ATM) voted to purchase a conservation restriction protecting substantially all of Mainstone Farm from development and preserving it as open space in perpetuity. To accomplish that purchase, the Town incurred debt that is paid exclusively by CPF revenue. The allocation in Item 2 above services that debt.

*Community Housing Funds Transfer:* The WMAHTF was created to address the shortage of affordable housing in Wayland. Funds transferred to the WMAHTF in Item 3 above are those allocated to the Community Housing Fund through the annual distribution in Item 1 above. The transferred funds retain the same use restrictions as if they continued to be held in the CPF.

The Community Preservation Committee recommends approval. Vote: 9-0-0

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** The 10% set asides are required by the CPA, and ensure that the Town continues to the needs of community housing, historic resources preservation and open space consistent with the CPA. Funds set aside from the CPF Uncommitted Fund are used to pay the debt service obligations related to the Mainstone Farm conservation restriction approved at the 2016 ATM.

Transferring funds to the WMAHTF enables the Town to pursue affordable housing opportunities with greater flexibility than if tied to the ATM schedule. These set asides and transfers are funded through monies already collected through the CPA property tax surcharge and revenue from the SCPTF.

**ARGUMENTS OPPOSED:** Some may oppose funding community housing, historic resources preservation and open space at the statutory minimum of 10% and would instead devote a greater percentage of the funds, rather than retaining 70% of the revenue in the CPF Uncommitted Fund.

Some may oppose the transfer of funds from the CPF Community Housing Fund to the WMAHTF, however, that would be inconsistent with the Town's adoption of the WMAHTF.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-0-0.

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws Chapter 44B, Section 6.

*For more information, contact CPC Chair, Susan Weinstein at [sweinstein@wayland.ma.us](mailto:sweinstein@wayland.ma.us).*

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## **Article 14. Community Preservation Act: Rescind Appropriation from 2021 Annual Town Meeting For Project Not Proceeding**

*Proposed by: Community Preservation Committee*

To determine whether the Town will vote to rescind the \$125,000 appropriation to rehabilitate the exterior of 70-74 Main Street, as previously approved pursuant to Article 28 of the 2021 Annual Town Meeting, which sum has not been expended for said purpose, and credit the full amount back to the Community Preservation Historic Preservation Fund.

**FINANCE COMMITTEE COMMENTS:** This article asks that \$125,000 of appropriated funds are released back to the Community Preservation Committee (CPC). In 2021, the Town voted to appropriate this amount from the Community Preservation Historic Preservation Fund to support rehabilitation of the exterior of 70-74 Main Street, subject to the owner accepting an historic preservation deed restriction. The Community Preservation Plan stipulates that funds must be used within 36 months of the Town Meeting vote unless there is a documented and compelling reason for the project not to have been completed.

Since 2021, more than three years have passed, the project has not commenced, and the owner has not been willing to agree to the historic preservation deed restriction. Given these circumstances, the CPC asks that the appropriation be rescinded to support future projects. Because the CPC lacks authority to take action to reclaim the funds, this article allows for the CPC to rescind the funds for this project that is not being pursued.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** Some may agree that if the property owner has not moved forward or shown any further interest in using the appropriated funds, then the CPA should be allowed to close the project and take back the funds. Some may believe that appropriated but unused funds unnecessarily and unfairly tie up the Town's Community Preservation Fund resources.



**ARGUMENTS OPPOSED:** Although this project was approved nearly four years ago and no further interest has been shown, there is still a remote chance that it will be undertaken.

Some may feel that the property owner should not have to go through the CPA application process again.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws Chapter 44B, §§5(d) and 7.

*For more information, contact CPC Chair, Susan Weinstein at [sweinstein@wayland.ma.us](mailto:sweinstein@wayland.ma.us).*

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## **Article 15. Community Preservation Act Historic Preservation Projects: Boston Post Cane, Valuation Records, Rail Rest Posts, And Stone's Bridge**

*Proposed by: Community Preservation Committee*

*Estimated Cost: \$218,903*

To determine whether the Town will vote to:

1. Appropriate the following sums of money from the Community Preservation Historic Preservation Fund for the specified historic resource preservation projects with each subject to having the advance approval of the Wayland Historical Commission regarding scope and manner of work:

- (a) Not more than \$5,800 to be expended by the Town Manager for preservation of the Boston Post Cane; and
- (b) Not more than \$53,103 to be expended by the Historical Commission for restoration and rehabilitation of rail rest posts along the Wayland section of the Mass Central Rail Trail; and
- (c) Not more than \$75,000 to be expended by the Board of Assessors for restoration, rehabilitation, and preservation of valuation records from 1778-1845; and
- (d) Not more than \$85,000 to be expended by the Facilities Department to complete the restoration of Stone's Bridge and install interpretive signage at Stone's Bridge; and

With each of the foregoing appropriations to expire and be credited back to the Community Preservation Historic Preservation Fund if not spent for the specified purposes within 36 months following approval of same, and further, and any unused balance remaining following completion of said projects shall be credited back to the Community Preservation Historic Preservation Fund.

**FINANCE COMMITTEE COMMENTS:** The Community Preservation Act permits funding to support preservation, rehabilitation, restoration, and acquisition of historic resources that the local historic preservation commission determines to have historical significance.

*The Boston Post Cane:* The Boston Post Cane came to the Town from the Boston Post newspaper in 1909 with the request that it be presented to the oldest male citizen of the Town and that it was to pass to the oldest male citizen of the Town upon the death or other departure of the previous recipient from Wayland. In 1930, the tradition was altered to include women. The Boston Post Cane is currently in the care and custody of the Wayland Historical Society. The Town Manager, the Historical Commission, and the Historical Society would like to create a safe and secure display in a public space to preserve the cane and explain its history. This will coincide with reestablishing the tradition of honoring the eldest person in our community (not funded by CPA).

*Restoration and rehabilitation of rail rest posts:* This project will restore and rehabilitate rail posts to hold preserved railroad rails at two locations along the Mass Central Rail Trail in Wayland: behind 292 Boston Post Road and approximately 1,500 feet east of Glen Road. The work entails reconstructing two sets of rail posts, the raised concrete structures that held replacement rails for the Mass Central Railroad. Rail posts were located along the railroad tracks to facilitate the repair of broken tracks. The posts were identified as historic and archaeological features within the Wayland Center Railroad Complex.

*Restoration, rehabilitation, and preservation of valuation records:* The Town's property valuation records, dating back to 1778, contain a wealth of information about the history of the Town. Genealogists, historians, and residents rely on these records to reveal and understand Wayland's history. Certain of those records are in poor condition and in need of restoration and preservation.

Completion of the Stone's Bridge project: The Town's project to rehabilitate, restore, and stabilize the historic Stone's Bridge began in 2015. After a series of setbacks, the work is near completion. This appropriation will enable the project to be completed, making Stone's Bridge safe and stabilized for decades to come. The appropriation also includes funding for interpretive signage.

These projects are all eligible for funding under the CPA using funds previously collected so there is no impact on the Town's budget. See Report of the CPC in Appendix D for available funding and <https://www.wayland.ma.us/community-preservation-committee/pages/2025-atm-cpa-project-applications> for additional details on these proposed projects.

The Community Preservation Committee recommends approval. Vote: 9-0-0

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** These projects help to preserve different facets of Wayland's rich history as intended when the Town adopted the CPA.

The Boston Post Cane project brings an historic artifact and tradition to the attention of the community.

The rail posts project helps Rail Trail users understand the historical importance of the railroad in meeting the transportation needs of the community.

When restored, the valuation records will shed light on Wayland from the post-Revolutionary era to two decades before the Civil War. They will be an extraordinary resource to anyone seeking to better understand the growth and development of our Town.

Wayland has consistently voted to devote CPA funds to restoration and stabilization of Stone's Bridge. This appropriation is expected to complete this decade-long project.

**ARGUMENTS OPPOSED:** Some may prefer to retain funds for one or more unidentified future projects.

Some may prefer to leave the Boston Post Cane in the custody of the Wayland Historical Society at the Grout-Heard House.

Some may prefer not to call attention to the historical significance of the railroad and would leave the rail posts in damaged condition and the railroad rails on the ground.

Some might say that the cost of restoring the valuation records should be borne by the Town through the operating or capital budget rather than through the CPA.

Some might expect that the work on Stone's Bridge could have already been completed with the funds previously appropriated so would not want to appropriate additional funds.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-1-0.

**QUANTUM OF VOTE:** Majority - see Massachusetts General Laws Chapter 44B, Section 5.

*For more information, contact CPC Chair Susan Weinstein at [sweinstein@wayland.ma.us](mailto:sweinstein@wayland.ma.us).*

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**Article 16. Community Preservation Act Open Space and Recreation Projects:  
Heard Farm Habitat, York Road Trail, Town Building Playground, and  
Archaeological Monitoring***Proposed by: Community Preservation Committee**Estimated Cost: \$486,213*

To determine if the Town will vote to:

1. Appropriate the following sums of money for the projects specified:

- (a) from the Community Preservation Open Space Fund not more than \$38,013 to be expended for open space purposes by the Conservation Commission for habitat creation at Heard Farm, subject to archaeological monitoring; and
- (b) from the Community Preservation Uncommitted Fund not more than \$15,000 to be expended for historic preservation purposes by the Historical Commission for archaeological monitoring related to soil disturbance at Heard Farm; and
- (c) from the Community Preservation Uncommitted Fund not more than \$33,200 to be expended for recreation purposes by the Conservation Commission for construction of a trail from York Road and Red Barn Road to connect with the Trout Brook Trail and to reroute the Bay Circuit Trail; and
- (d) from the Community Preservation Uncommitted Fund not more than \$400,000 to be expended for recreation purposes by the Facilities Department for rehabilitation of the playground at Wayland Town Building; and

With each of the foregoing appropriations to expire and be credited back to the Community Preservation Fund from which they were appropriated if not spent for the specified purposes within 36 months following approval of same, and further, and any unused balance remaining following completion of said projects shall be credited back to the Community Preservation Fund from which they were appropriated.

**FINANCE COMMITTEE COMMENTS:** The funding requested in 1(a) above will be used to remove invasive plants and create additional wildlife habitat at the Heard Farm Conservation Area (“Heard Farm”), consistent with the 2020 Land Management Plan prepared by the Massachusetts Audubon Society. At last year’s Town Meeting, \$7,500 of funding was approved for the creation of a 3,500/sf wildflower habitat. The funding requested in 1(b) above will be used to provide archaeological monitoring during the work at Heard Farm if it is needed. These two related funding requests will come from the Community Preservation Fund (CPF) Open Space Fund and Uncommitted Fund, respectively.

The funding requested in 1(c) above, which will be used to construct a new trail from points located on York and Red Barn Roads and connecting to the Trout Brook Trail, will come from the CPF Uncommitted Fund. This project will facilitate access to open space and the re-routing of the Bay Circuit Trail.

The funding requested in 1(d) above, which will be used to renovate the Town Building’s playground, including replacement of the older equipment, will come from the CPF Uncommitted Fund. This playground, which is used by The Children’s Way during most weekdays and the public most other times, will be the fourth of twelve Town playgrounds/parks to be renovated with Community Preservation Act (CPA) funds in recent years. The Recreation Department’s plan calls for renovating the remaining eight Town playgrounds, every other year, over the next sixteen years – subject to available funding.

These projects are all eligible for funding under the CPA using funds previously collected so there is no impact on the Town's budget. See Report of the CPC in Appendix D for available funding and <https://www.wayland.ma.us/community-preservation-committee/pages/2025-atm-cpa-project-applications> for additional details on these proposed projects.

The Community Preservation Committee recommends approval. Vote: 9-0-0.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** Providing and maintaining safe and accessible playgrounds and walking trails that are usable by all residents should be a priority for the Town. Using CPA funds to achieve this goal, given that funds are available for outdoor recreation purposes, makes sense.

Creating new habitat will benefit the wildlife at the Heard Farm Conservation Area and continues implementation of the recommendations included in the Heard Farm Conservation Area Land Management Plan.

**ARGUMENTS OPPOSED:** Funding for playgrounds and walking trails, if a Town priority, should be included in the Town's annual operating and capital budgets rather than using limited funds in the CPF Uncommitted Fund which should be reserved for qualifying projects that would not ordinarily be a priority for Town funding.

Some may argue that too much money is being spent on the Heard Farm Conservation Area preferring to see the funds reserved for the future acquisition of open space and/or other Town conservation areas.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority. See Massachusetts General Laws Chapter 44B, Section 5.

*For more information, contact CPC Chair, Susan Weinstein at [sweinstein@wayland.ma.us](mailto:sweinstein@wayland.ma.us).*

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## **Article 17. Establishment of a Capital Improvement Planning Committee – Chapter 20**

*Proposed by: Select Board*

To see if the Town will vote to amend the Town Code by inserting a new chapter, to be called Chapter 20 – Capital Improvement Planning Committee as follows, or take any other action relative thereto:

### **Chapter 20 - CAPITAL IMPROVEMENT PROGRAM BYLAW**

§20-1. The Select Board shall establish and appoint a committee to be known as the Capital Improvement Planning committee, consisting of five (5) registered voters, each of whom shall be appointed for a term of at least three years and the terms of no more than two of which shall expire in any one year. Said committee shall be comprised of:

- One member designated by the Finance Committee;
- One member designated by the School Committee;
- Three residents appointed by the Select Board
- The Finance Director, the Director of Buildings, the DPW Director and Town Manager, or their respective designees, shall be ex officio committee members without the right to vote and will attend meetings as needed.

Appointees should have direct knowledge and experience in facilities planning or funding with preference given to individuals with a substantial background in one or more of the following areas: planning, financing, project management, construction, municipal accounting, and/or law. During the term of their appointment, no voting member may be a paid municipal employee of the town or serve on any other board, commission

or committee, nor otherwise serve as a town official, whether elected or appointed, that could propose capital projects or on one that controls parcels of town-owned land. The committee shall choose its own officers.

§20-2. The committee shall study current and long term proposed capital projects and improvements involving nonrecurring, tangible projects and assets. All department heads, the select board, and the school committee, shall, by a date established by the Finance Director and Town Manager, give to the committee, on forms prepared by it, information concerning all anticipated projects requesting town meeting action during the term of the capital planning period. The committee shall consider the relative need, impact, timing, and cost of these expenditures and the effect that each will have on the town's financial position.

§20-3. The committee shall prepare annually a capital plan recommending a capital improvement budget for the next fiscal year and a capital improvement program with recommended capital improvements for the remaining fiscal years of the capital planning period, a term of years that shall be determined by the Town Manager but no less than five (5) years. The capital plan shall be submitted to the Town Manager for consideration and approval on or before October 15. Except for emergencies, as determined by the Town Manager, no capital improvement appropriation shall be voted by Annual Town Meeting, unless the proposed capital improvement is considered in the committee's capital plan, including any and all addenda, additions, or supplements to the capital plan.

§20-4. The committee's report and the Town Manager's recommended capital budget shall be made publicly available. The committee shall file its original report with the Town Clerk.

**FINANCE COMMITTEE COMMENTS:** The article seeks to establish a Capital Improvement Planning Committee (CIPC), which will consist of five members appointed for terms of at least three years. The committee will include a member from the Finance Committee, School Committee and 3 residents appointed by the Select Board. Additional ex officio members, without voting rights, will include the Finance Director, Director of Buildings, DPW Director, and Town Manager (or their designees). Appointees should have expertise in areas such as planning, financing, project management, construction, municipal accounting, or law.

The committee's responsibilities will include studying proposed capital projects, considering their needs, impacts, costs, and financial effects, and preparing an annual capital plan for the next fiscal year and a multi-year capital improvement program. This plan shall be submitted to the Town Manager for approval and will be made publicly available. No capital improvement appropriation can be voted on at Annual Town Meeting unless it's included in the committee's capital plan.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** Passage of this article will ensure a proactive approach to managing long-term infrastructure needs, prioritize projects based on urgency by presenting a well-defined plan for future capital expenditures.

A committee consisting of members from different departments and experienced town members can use their varied expertise to make decisions about capital projects that support the long term objectives of Wayland.

Having a CIPC is a best practice, more than 100 towns in the Commonwealth currently employ a CIPC in one form or another and the Finance Committee has been recommending one for several years.

**ARGUMENTS OPPOSED:** Some may say that Wayland should incorporate capital planning into the work of an existing board, therefore eliminating the need for a separate committee.

Some may say that Wayland has minimal infrastructure needs and primarily deals with routine maintenance, a dedicated CIPC might not be necessary.

**RECOMMENDATION:** The Finance Committee deferred its recommendation until Town Meeting. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 40, Section 21.

**CONSISTENCY WITH LAW:** The proposed bylaw is not repugnant to Massachusetts or federal law.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## **Article 18. High School Turf Field Remediation**

*Proposed by: Select Board*

*Estimated Cost: \$40,000*

To determine whether the Town will vote to:

- a. Appropriate a sum of money, not to exceed \$40,000, to be expended under the direction of the Select Board to complete the environmental clean-up at the Wayland High School's Turf Field (located at 264 Old Connecticut Path, Wayland, Massachusetts) ("site"); and
- b. determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, or by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority.

**FINANCE COMMITTEE COMMENTS:** The Wayland High School's artificial turf field has infill material made of crumb rubber. Some of the infill material has washed into the adjacent drainage ditch and has been partially cleaned up. The funding of this project is not to exceed \$40,000 and is expected to be sufficient to complete the cleanup of the displaced crumb rubber that migrated into the nearby areas. Longer term questions regarding alternative infill material and/or drainage solutions to eliminate the possibility of this recurring are not within the scope of this article.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** This work needs to be completed to fulfill the Wayland Conservation Commission's order of conditions.

**ARGUMENTS OPPOSED:** Prior work to clean migrating infill material has been insufficient, raising concerns that this too may be insufficient. A longer-term solution to crumb rubber migration should be considered as well as the possibility of replacing the infill with another material.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-0-1

**QUANTUM OF VOTE:** Majority to appropriate funds under Massachusetts General Laws Chapter 40, Section 5; majority to transfer funds under Chapter 44, Section 33B; and a 2/3 vote is required to borrow per Massachusetts General Laws Chapter 44, Section 2.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## **Article 19. Accessory Dwelling Units Zoning**

*Proposed by: Planning Board*

To determine whether the Town will vote to amend the Town's Zoning Bylaw, Chapter 198 of the Town Code to conform to newly enacted provisions of MGL c. 40A, Sections 1A and 3 (the Massachusetts zoning law and Massachusetts Affordable Homes Act):

### **1<sup>ST</sup> Motion – Simple Majority Vote**

- 1) Allow Accessory Dwelling Units by-right by amending §198-104.2. Definitions, revising §198-805.1.1.10. the list of residential accessory uses, replacing existing Section 198-901.1.3. with new text,

modifying 198 Attachment 3 - Town of Wayland Table of Permitted Principal Uses by Districts, and modifying 198 Attachment 5 - Town of Wayland Table of Permitted Accessory Uses by Districts. Deleted text is shown below as ~~strikethrough~~ and new text is **underlined and bolded** (text that is not being changed is shown for informational purposes only).

## ARTICLE I GENERAL PROVISIONS

### §198-104. Definitions

§104.2. As used in this Zoning Bylaw, the following terms shall have the meanings indicated:

**ACCESSORY DWELLING UNIT (ADU)** – ~~A dwelling unit located in a single family dwelling, or a building accessory thereto, and occupying no more than 35% of the combined gross floor area of the accessory dwelling unit and the principal single family dwelling.~~ **A self-contained housing unit, inclusive of sleeping, cooking and sanitary facilities on the same Lot as a Principal Dwelling, as defined by 760 CMR 71.02, subject to otherwise applicable dimensional and parking requirements, that: (i) maintains a separate entrance, either directly from the outside or through an entry shared with the Principal Dwelling sufficient to meet the requirements of the state building code for safe egress; (ii) is not larger in Gross Floor Area than 1/2 the Gross Floor Area of the Principal Dwelling or 900 square feet, whichever is smaller; and (iii) is subject to such additional restrictions as may be imposed by this Bylaw.** For purposes of the Accessory Dwelling Unit bylaw, Gross Floor Area shall be as defined by 760 CMR 71.02.

\* \* \* \*

## ARTICLE 8 DIMENSION AND USE TABLES

### §198-805. Classification of accessory uses.

#### 805.1. Residential accessory uses.

\* \* \* \*

805.1.1.1. Accessory dwelling unit see §198-901.1.3.

\* \* \* \*

805.1.1.10. Residence in accessory building. No accessory building may be occupied for residence purposes, except as otherwise provided herein **or under 901.1.3.** and except that an employee ~~or tenant~~ of the owner of the principal dwelling may occupy the upper floor of a garage or stable.

\* \* \* \*

## ARTICLE 9 SINGLE RESIDENCE DISTRICT

### §198-901. Permitted uses.

\* \* \* \*

901.1.3. An **single** accessory dwelling unit (**ADU**) **per lot** is as permitted **by-right as shown in** the Table of Accessory Uses, §198-804. ~~and provided that:~~

901.1.3.1. ~~The lot on which the accessory unit is to be situated contains at least 20,000 square feet and at least 50% of the requirement for the district in which it is located.~~

901.1.3.2. ~~No more than one accessory unit shall exist on the lot on which it is to be situated.~~

901.1.3.3. ~~The building or buildings in which the accessory unit and the principal residence are to be situated shall have existed for two years.~~

901.1.3.4. — Any additions made after January 1, 1980, to a building for the purpose of accommodating an accessory unit shall not increase the habitable area of the original building by more than 20%. Any such additions must meet all zoning requirements.

901.1.3.5. — Either the accessory unit or the principal residence shall be occupied by the owner of the lot on which the accessory unit is situated. The owner may be absent for periods not exceeding one year, provided that no one occupies the owner's unit, except a house sitter paying no rent. The owner's unit may be rented for periods not exceeding two years, provided that prior written notice is given to the Building Commissioner, the owners have occupied their unit for the prior two years, and occupy for two years between rental periods, and the owners remain legal residents of the Town.

901.1.3.6. — The accessory unit and the principal residence shall each have two means of egress to grade that are in compliance with the Building Code.

901.1.3.7. — Sufficient parking spaces, not less than 10 feet by 20 feet, shall be provided off street for the occupants of each dwelling unit.

901.1.3.8. — The Board of Health shall have given written approval that the septic system serving the dwelling with the accessory unit is in compliance with the rules and regulations of the Board of Health in effect at the time of application for special permit, unless a variance is granted by the Board of Health.

901.1.3.9. — Where a special permit has been issued pursuant to the provisions of this section, the permitted use must commence within one year, otherwise said permit shall lapse.

901.1.3.10. — Floor plans of the accessory unit and the principal residence and a plot plan showing the location of the building on the lot shall have been filed with the application after review by the Building Commissioner.

901.1.3.11. — Application for a building permit or certificate of occupancy shall be made to the Building Commissioner, and no use or occupancy shall commence prior to the issuance of a certificate of occupancy by the Building Commissioner.

901.1.3.1. **In a single residential zoning district, no more than one ADU shall exist on a lot with a Principal Dwelling unless a special permit is granted. Existing ADUs that came into being prior to February 2, 2025, can be retroactively recognized as by-right if the ADU meets the definition of a Protected Use ADU under 760 CMR 71.00 et seq., and the property owner or applicant shall so notify the Building Department.**

901.1.3.2. **In addition to the minimum parking required for the Principal Dwelling, a minimum of one (1) dedicated parking space, not less than 10 feet by 20 feet, shall be provided for the occupant(s) of the ADU; provided, however, that for an ADU located 0.5 miles or less from a transit or bus station, no dedicated parking space shall be required.**

901.1.3.3. **An ADU may not be used as a short-term rental, meaning the ADU shall not be rented to a party for fewer than thirty-one (31) consecutive days consistent with G.L. c. 64G.**

901.1.3.4. **Floor plans of the ADU and a plot plan showing the location of the building(s) on the lot shall be filed with the building permit application.**

901.1.3.5. **The ADU shall have a separate entry, either an entry directly from the outside or through an entry shared with the Principal Dwelling, sufficient to meet the requirements of the state building code for safe egress.**



- 901.1.3.6. **Prior to submitting a building permit application for an ADU, the applicant shall obtain written approval from the Board of Health that the septic system serving the Principal Dwelling and the proposed ADU is in compliance with the rules and regulations of the Board of Health in effect at the time of application, unless otherwise approved by the Board of Health. Alternatively, prior to submitting a building permit application for an ADU, the applicant shall obtain approval to connect the proposed ADU and/or Principal Dwelling to the Wastewater Management District Commission system.**
- 901.1.3.7. **Application for a building permit or certificate of occupancy shall be made to the Building Commissioner.**
- 901.1.3.8. **No use or occupancy shall commence prior to the issuance of a certificate of occupancy by the Building Commissioner.**
- 901.1.3.9. **The maximum size of an ADU by-right is 1/2 of the existing GROSS FLOOR AREA as defined by 760 CMR 71.02 of the Principal Dwelling or 900 sq. ft., whichever is less.**
- 901.1.3.10. **The Planning Board may grant a Special Permit to allow more than one accessory dwelling unit in a detached structure on a lot after the Planning Board makes the special permit findings in accordance with Zoning Bylaw Section 198-203.**

\* \* \* \*

*198 Attachment 3*

Town of Wayland  
Table of Permitted Principal Uses by Districts

Key to symbols:

- Yes = Allowed as of right
- R = Required
- No = Not allowed
- TM = Allowed by two-thirds majority Town Meeting vote
- NR = Not required
- SP = Allowed by special permit
- TAU = See Table of Accessory Uses by Districts
- NA= Not applicable

Uses	Single Residence	Roadside Business	Business A	Business B	Light Manufacturing	Limited Commercial	Site Plan Approval
<b>Prohibited Uses</b>							
46. Aircraft landing and taking off	No	No	No	No	No	No	NA
47. Drive in, drive-through, or drive-up restaurants	No	No	No	No	No	No	NA
48. Hazardous material storage	No	No	No	No	No	No	NA
49. Junkyard	No	No	No	No	No	No	NA
50. Ungaraged and unregistered motor vehicles, more than one	No	No	No	No	No	No	NA
51. All uses not listed herein	No	No	No	No	No	No	NA
52. Boarding houses	No	No	No	No	No	No	NA
<b>Residential Uses</b>							
53. Accessory dwelling Unit	TAU	No TAU	No	No	No	No	NR
54. Conservation cluster	SP	SP	No	No	No	No	NR
55. Dwelling, Single-family	Yes	Yes	No	No	No	No	NR
56. Letting of rooms	TAU	TAU	No	No	No	No	NR
57. Dwelling, Multi-family	SP <sup>2</sup>	SP <sup>2</sup>	No	No	No	No	NA

\* \* \* \*

*198 Attachment 5*

Town of Wayland

Table of Permitted Accessory Uses by Districts

Key to symbols:

Yes = Allowed as of right  
 No = Not allowed  
 SP = Allowed by special permit  
 R = Required  
 NR = Not required  
 NA = Not applicable

Accessory Uses	Single Residence	Roadside Business	Business A	Business B	Light Manufacturing	Limited Commercial	Site Plan Approval
58. Accessory dwelling unit (§ 198-901.1.3.)	<b><u>Yes SP</u></b>	<b><u>No SP</u></b>	No	NA	NA	NA	NR
59. <b><u>Reserved for 198-805.1.1.2.</u></b>							
60. Barn, toolshed	Yes	Yes	Yes	Yes	Yes	Yes	NR
61. Cafeterias, banks, day-care or recreational facilities for Employees	No	No	No	No	No	Yes	R
62. Home occupation (§ 198-901.1.2)	SP	SP	Yes	Yes	Yes	Yes	R
63. Family day care	Yes	Yes	Yes	Yes	Yes	Yes	R
64. Garage, carport: 3 vehicles or fewer	Yes	Yes	Yes	Yes	Yes	Yes	NR
65. Greenhouse, noncommercial	Yes	Yes	Yes	Yes	Yes	Yes	NR
66. Home occupation, customary (§ 198-901.1.1.)	Yes	Yes	Yes	Yes	Yes	Yes	NR
67. Kennel: 3 dogs or fewer	Yes	Yes	Yes	Yes	Yes	Yes	NR
68. Kennel: 4 dogs or more	SP	SP	Yes	Yes	Yes	Yes	R
69. Letting/renting of rooms	SP	SP	No	No	No	No	NR
70. (Reserved)	--	--	--	--	--	--	--
71. Residence in accessory building	Yes	Yes	No	No	No	No	NR
72. Roadside stand	SP	SP	Yes	Yes	Yes	Yes	R
73. Swimming pool	Yes	Yes	No	No	No	No	NR
74. Tennis court	Yes	Yes	No	No	No	No	NR

**2<sup>nd</sup> Motion – 2/3<sup>rd</sup> Vote**

2) To see if the Town will vote to amend its Zoning Bylaws, Chapter 198, as most recently amended by this Town Meeting, by amending §198-104.2. – Definitions, §198-805.1.1.2. and 805.1.10. – Residential accessory uses, §198-901.1.4. – Permitted uses, 198 Attachment 3 – Town of Wayland Table of Permitted Principal Uses by Districts, and 198 Attachment 5 – Town of Wayland Table of Permitted Accessory Uses by Districts or take any action relative thereto. Deleted text is shown below as ~~striketrough~~ and new text is **underlined and bolded** (text that is not being changed is shown for informational purposes only).

**ARTICLE I GENERAL PROVISIONS**

\* \* \* \*

## §198-104. Definitions

\* \* \* \*

§104.2. As used in this Zoning Bylaw, the following terms shall have the meanings indicated:

AFFORDABLE **ACCESSORY DWELLING UNIT (AADU)** – ~~A residential~~ **An Accessory Dwelling Unit** that is deed restricted ~~in its~~ for sale, lease or rental to a qualified income-eligible household, at specific price limits, that qualify such residential unit for inclusion in the Chapter 40B Inventory of Subsidized Housing maintained by the ~~Commonwealth of Massachusetts Department of Community Affairs, Department of Housing and Community Development~~ **Executive Office of Housing and Livable Communities.**

\* \* \* \*

## ARTICLE 8 DIMENSION AND USE TABLES

\* \* \* \*

## §198-805. Classification of accessory uses.

## 805.1. Residential accessory uses.

\* \* \* \*

805.1.1.2. **Affordable Accessory Dwelling Unit** ~~accessory dwelling unit (AADU)~~, WHA. See §198-901.1.4.

\* \* \* \*

805.1.1.10. Residence in accessory building. No accessory building may be occupied for residence purposes, except as otherwise provided herein **or under 901.1.4.** and except that an employee ~~or tenant~~ of the owner of the principal dwelling may occupy the upper floor of a garage or stable.

\* \* \* \*

## ARTICLE 9 SINGLE RESIDENCE DISTRICT

## §198-901. Permitted uses.

\* \* \* \*

901.1.4. An **Affordable Accessory Dwelling Unit** ~~accessory dwelling unit~~ reserved, for a period not less than 10 years, for occupancy by a person or family receiving rental assistance from the Wayland Housing Authority is **allowed by Special Permit** ~~permitted~~ in accordance with the Table of **Principal** Accessory Uses **by Districts.** §198-804 and provided that:

~~901.1.4.1. The lot on which the accessory unit is to be situated contains at least 15,000 square feet.~~

901.1.4.12. Any additions made after December 15, 1988, to a building for the purpose of accommodating an **Affordable Accessory Dwelling Unit** ~~accessory dwelling unit~~ reserved for Wayland Housing Authority rental programs shall not increase the habitable area of the original building by more than 35%, provided that the unit shall not exceed 1,000 square feet of floor space. Any such addition must meet all zoning and Building Code requirements.

~~901.1.4.3. The accessory unit shall have two means of egress to grade in compliance with the Building Code.~~

~~901.1.4.4. The accessory unit shall be served by one parking space, unless the special permit granting authority determines that on-street parking is not detrimental to the neighborhood.~~

901.1.4.~~2~~5. The **Affordable Accessory Dwelling Unit** ~~accessory unit~~ shall comply with the requirements of §198-901.1.3.2., 901.1.3.3., 901.1.3.5., 901.1.3.6., 901.1.3.8., and 901.1.3.9., however, when granting a special permit, the special permit granting authority may authorize an AADU that is larger than that which is allowed by right. ~~901.1.3.10. and 901.1.3.11.~~

901.1.4.~~3~~6. The homeowner shall submit proposed documents leasing the **Affordable Accessory Dwelling Unit** ~~accessory unit~~, for a period of not less than 10 years, to the Wayland Housing Authority. Such documents shall include certification that the Wayland Housing Authority intends to accept such unit for its rental assistance programs.

901.1.4.~~4~~7. Any special permit issued under this §198-901.1.4. shall lapse if the homeowner breaches his/her lease with the Wayland Housing Authority (upon proper notice by said Authority) or if the **Affordable Accessory Dwelling Unit** ~~accessory unit~~ ceases to be occupied by an income-eligible household (as certified by said Authority).

\* \* \* \*

*198 Attachment 3*

Town of Wayland  
Table of Permitted Principal Uses by Districts

Key to symbols:      Yes = Allowed as of right  
                              R = Required  
                              No = Not allowed  
                              TM = Allowed by two-thirds majority Town Meeting vote  
                              NR = Not required  
                              SP = Allowed by special permit  
                              TAU = See Table of Accessory Uses by Districts  
                              NA= Not applicable

Uses	Single Residence	Roadside Business	Business A	Business B	Light Manufacturing	Limited Commercial	Site Plan Approval
<b>Prohibited Uses</b>							
46. Aircraft landing and taking off	No	No	No	No	No	No	NA
47. Drive in, drive-through, or drive-up restaurants	No	No	No	No	No	No	NA
48. Hazardous material storage	No	No	No	No	No	No	NA
49. Junkyard	No	No	No	No	No	No	NA
50. Ungaraged and unregistered motor vehicles, more than one	No	No	No	No	No	No	NA
51. All uses not listed herein	No	No	No	No	No	No	NA
52. Boarding houses	No	No	No	No	No	No	NA
<b>Residential Uses</b>							
53. Accessory <del>dwelling</del> <b>Dwelling Unit or Affordable Accessory Dwelling Unit</b>	TAU	<del>No TAU</del>	No	No	No	No	NR
54. Conservation cluster	SP	SP	No	No	No	No	NR
55. Dwelling, Single-family	Yes	Yes	No	No	No	No	NR
56. Letting of rooms	TAU	TAU	No	No	No	No	NR
57. Dwelling, Multi-family	SP <sup>2</sup>	SP <sup>2</sup>	No	No	No	No	NA

\* \* \* \*

## 198 Attachment 5

Town of Wayland  
Table of Permitted Accessory Uses by Districts

Key to symbols:      Yes = Allowed as of right  
                              No = Not allowed  
                              SP = Allowed by special permit  
                              R = Required  
                              NR = Not required  
                              NA = Not applicable

Accessory Uses	Single Residence		Roadside Business	Business A	Business B	Light Manufacturing	Limited Commercial	Site Plan Approval
58. Accessory dwelling unit (§ 198-901.1.3.)	<u>Yes SP</u>		<u>No SP</u>	No	NA	NA	NA	NR
59. <b>Affordable</b> Accessory Dwelling Unit – <del>WHA</del> (§198-901.1.4.)	<u>SP<sup>1</sup></u>		<u>No</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>NR</u>
60. Barn, toolshed	Yes		Yes	Yes	Yes	Yes	Yes	NR
61. Cafeterias, banks, day-care or recreational facilities for employees	No		No	No	No	No	Yes	R
62. Home occupation (§ 198-901.1.2)	SP		SP	Yes	Yes	Yes	Yes	R
63. Family day care	Yes		Yes	Yes	Yes	Yes	Yes	R
64. Garage, carport: 3 vehicles or fewer	Yes		Yes	Yes	Yes	Yes	Yes	NR
65. Greenhouse, noncommercial	Yes		Yes	Yes	Yes	Yes	Yes	NR
66. Home occupation, customary (§ 198-901.1.1.)	Yes		Yes	Yes	Yes	Yes	Yes	NR
67. Kennel: 3 dogs or fewer	Yes		Yes	Yes	Yes	Yes	Yes	NR
68. Kennel: 4 dogs or more	SP		SP	Yes	Yes	Yes	Yes	R
69. Letting/renting of rooms	SP		SP	No	No	No	No	NR
70. (Reserved)	--		--	--	--	--	--	--
71. Residence in accessory building	Yes		Yes	No	No	No	No	NR
72. Roadside stand	SP		SP	Yes	Yes	Yes	Yes	R
73. Swimming pool	Yes		Yes	No	No	No	No	NR
74. Tennis court	Yes		Yes	No	No	No	No	NR

<sup>1</sup> **The Planning Board may grant a Special Permit for Accessory Use 59.**

**PROPOSER’S COMMENTS:** See Report of the Planning Board at Appendix D.

**FINANCE COMMITTEE COMMENTS:** On February 2, 2025, Massachusetts’s new Affordable Homes Act became effective. As of that date, every community in the State is required to allow “accessory dwelling units” as of right in single-family zoned districts. As defined by the statute, an “Accessory dwelling unit” (or “ADU”) is “a self-contained housing unit, inclusive of sleeping, cooking and sanitary facilities on the same

lot as a principal dwelling, subject to otherwise applicable dimensional and parking requirements, that: (i) maintains a separate entrance, either directly from the outside or through an entry hall or corridor shared with the principal dwelling sufficient to meet the requirements of the state building code for safe egress; (ii) is not larger in gross floor area than 1/2 the gross floor area of the principal dwelling or 900 square feet, whichever is smaller; and (iii) is subject to such additional restrictions as may be imposed by a municipality.”

Passage of the first motion in this article will amend the Town’s Zoning Bylaw, Chapter 198 of the Town Code, to bring it into compliance with the requirements of the Affordable Homes Act. Consistent with the statute, the Bylaw would (i) permit no more than a single ADU, as of right, on any residential lot; (ii) require, in addition to the minimum parking required for the principal residence, a minimum of one dedicated parking space, not less than 10 feet by 20 feet, for the occupant(s) of the ADU; (iii) prohibit the rental of any ADU to one party for fewer than 31 consecutive days at a time; (iv) require compliance with all septic, health and safety requirements, setback provisions, and similar regulations of the Town; and (v) permit the Planning Board to grant a special permit to allow more than one detached ADU on a lot.

Passage of second motion in this article will further amend the Zoning Bylaw to provide a definition of “Affordable Accessory Dwelling Unit” or “AADU” and to require that AADUs be subject to deed restrictions to ensure affordability over time.

The Planning Board recommends approval of both motions. Vote: 5-0-0

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** The Affordable Homes Act is the law and Wayland should comply.

The Town’s Zoning Bylaw is inconsistent with the Affordable Homes Act in two principal respects: First, ADUs are permitted only upon the grant of a special permit by the Planning Board; second, ADUs may not be built on lots of fewer than 20,000 square feet (15,000 square feet in the case of AADUs). Those provisions and other provisions of §198-805 of the Bylaw became unenforceable on February 2, 2025. Without the amendments in this Article, the Town could find itself without the tools needed to regulate and control this emerging marketplace.

The right to construct ADUs may afford homeowners opportunities to provide convenient housing for their family members, and/or rental income.

It is generally believed that the construction of an ADU will increase the value of the homeowner’s property, thereby generating additional real estate taxes for the Town, as well as other revenue, such as from automobile excise taxes.

The authority of the Planning Board to grant special permits under the Bylaw will preserve the Town’s flexibility to address nonconforming requests, such as to build an oversized ADU on a particularly large lot.

It is important for the Town to embrace the state’s efforts to counter rising housing costs caused by high demand and limited supply.

**ARGUMENTS OPPOSED:** Opponents may believe that construction of a significant number of ADUs will increase traffic, strain Town services, and/or increase the Town’s expenses.

Other residents may believe that additional ADUs will negatively impact the Town’s semi-rural character.

Zoning should be left to towns and not dictated by the state.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** (a) Majority for 1<sup>st</sup> Motion – see Massachusetts General Laws Chapter 40A, Section 5.

(b) Two-thirds for 2<sup>nd</sup> Motion– see Massachusetts General Laws Chapter 40A, Section 5.

**CONSISTENCY WITH LAW:** The proposed bylaw is not repugnant to Massachusetts or federal law.

*For more information, contact Town Planner Robert Hummel at [rhummel@wayland.ma.us](mailto:rhummel@wayland.ma.us).*

## **Article 20. Amend Zoning Bylaw to Add Pre-Order Pick-up Window Zoning Overlay District**

*Proposed by: Select Board, Zoning Board of Appeals*

To determine whether the Town will vote to amend Chapter 198 of the Code of the Town of Wayland, the Zoning Bylaw, by amending §198-104 – Definitions; §198-302 – Overlay Districts; amending Attachment 1 - Table of Dimensional Requirements; Attachment 3 – Table of Permitted Principal Uses by Districts; Attachment 5 – Table of Permitted Accessory Uses by Districts; the Zoning Map to add a new Overlay District – Restaurant Pre-Order Pick-Up Window Overlay District; and to add new Article 28 - Restaurant Pre-Order Pick-Up Window Overlay District; with text to be inserted shown as underlined, or text to be deleted shown as ~~striktthrough~~, as follows:

### **1. Changes to Definitions – Zoning Bylaw §198-104**

Modify the Definition of Drive-In, Drive-Through or Drive-Up Restaurant as follows:

#### **DRIVE-IN, DRIVE-THROUGH OR DRIVE-UP RESTAURANT:**

An establishment, the principal business of which is: (1) the sale of food or beverages in a ready-to-consume state, and for which the method of operation includes the immediate or rapid sale of food or beverages in paper, plastic, or other disposable container; or (2) the ordering, sale and service of food or beverages directly by and to a consumer in a vehicle. Bakeries, delicatessens, coffee shops, confectioneries, and other similar retail establishments, which incidentally sell retail food and beverages in disposable containers for off-site consumption, are not Drive-Through Restaurants.

Add a new Definition for Restaurant Pre-Order Pick-Up Window, in alphabetical order:

#### **RESTAURANT PRE-ORDER PICK-UP WINDOW:**

A window used to pick up pre-ordered restaurant food and beverages by a customer in a vehicle. Orders are placed ahead of time online, by phone, or other remote method and customers are notified when the order is ready for pick-up. The window and window drive aisle are for pick-up only, and are not to be used for placing orders, paying for orders, or waiting for orders.

2. Add §198-302.1.12. A Restaurant Pre-Order Pick-Up Window Overlay District that includes land as shown on Plate 23 of the Atlas of the Town of Wayland, Massachusetts, 2002, numbered as Parcels 23-010, 23-011, 23-013, partial 23-014, 23-021, 23-022, 23-023, 23-024, 23-025, 23-027, 23-028, and 23-029 and as shown on the plan entitled "Town of Wayland Restaurant Pre-Order Pick-Up Window Overlay District" Survey Department, 41 Cochituate Road, Wayland, MA 01778, dated February 19, 2025, a copy of which is on file in the office of the Town Clerk.
3. Add to §198 Attachment 1 – Table of Dimensional Requirements the words "Restaurant Pre-Order Pick-Up Window Overlay District – Requirements of Article 28 apply".
4. Amend §198 Attachment 3 – Table of Permitted Principal Uses by Districts, Prohibited Uses, #47 as follows: striking "~~Drive-In, Drive-Through or Drive-Up Restaurants~~" and replacing with "Drive-Through Restaurant" with said use remaining prohibited in all zoning districts.
5. Amend §198 Attachment 5 – Table of Permitted Accessory Uses by Districts use #70 as follows: striking (~~reserved~~) and adding "Restaurant Pre-Order Pick-Up Window", with said use allowed by SP (Special Permit) only in Business A and Business B districts, and with a footnote to each SP entry that



such use is allowed only in the Restaurant Pre-Order Pick-Up Window Overlay District, and with said use prohibited in all other districts.

6. Amend the Town Zoning Overlay Districts Map to add the Restaurant Pre-Order Pick-Up Window Overlay District, to consist of the parcels described above and as shown in the plan on file at the office of the Town Clerk and as shown below or as Warrant Appendix C
7. Add a new Article 28 to §198 Zoning Bylaw as follows:

## **ARTICLE 28**

### **Restaurant Pre-Order Pick-Up Window Overlay District**

#### **§ 198-2801. Purposes and Intent.**

2801.1 The purpose of this article is to encourage and support the vitality of local, well-designed fast casual restaurants and coffee shops along Route 20 in Wayland Center by allowing pre-order pick-up windows as an accessory use for restaurants that satisfy the special permit criteria of this Article 28 and are located in the Restaurant Pre-Order Pick-Up Window Overlay District.

#### **§ 198-2802. Definitions.**

2802.1. In addition to the definitions in § 198-104, the following definitions apply in the Restaurant Pre-Order Pick-Up Window Overlay District:

##### **FAST CASUAL RESTAURANT**

An establishment which serves food or beverages for quick consumption either on the premises or to be taken out for consumption elsewhere. A Fast Casual Restaurant is characterized as an establishment in which: food is cooked on a customer-demand basis, payment is required prior to consumption, seating or other physical accommodations for on-premises customer dining is provided, and while full table service is not provided (i.e. no waiters or waitresses), the establishment provides higher quality of food with fewer frozen or processed ingredients than Drive-Through Restaurants. Examples of this type of facility may include, but are not limited to, establishments selling freshly prepared sandwiches, salads, soups, freshly baked breads, and other freshly prepared dishes.

##### **COFFEE SHOP**

An establishment that primarily provides coffee and tea beverages made to order and which may offer pre-made or quickly prepared foods as a complement.

#### **§ 198-2803. Overlay District.**

2803.1 The Restaurant Pre-Order Pick-Up Window Overlay District (“RPPWOD”) is an overlay district superimposed on the underlying zoning districts on the parcels of land on Boston Post Road in Wayland, Massachusetts Plate 23 of the Atlas of the Town of Wayland, Massachusetts, 2002, numbered as Parcels 23-010, 23-011, 23-013, partial 23-014, 23-021, 23-022, 23-023, 23-024, 23-025, 23-027, 23-028, and 23-029. All uses permitted by right or by special permit in underlying zoning districts shall be similarly permitted in the RPPWOD, subject to the further provisions of this Article 28. Where the RPPWOD authorizes uses not otherwise allowed in the underlying district, the provisions of the RPPWOD shall control.

#### **§ 198-2804. Administration.**

2804.1 The Zoning Board of Appeals (ZBA) shall be the special permit granting authority under this

article and shall apply the criteria established herein and under Section 1102.1 (Permitted uses in Business District A and B) of the Zoning Bylaw. A special permit may be granted for a new Pre-Order Pick-Up Window accessory use, or approval may be granted as part of an overall special permit for a new or modified restaurant under Section 1102.1 which includes a Pre-Order Pick-Up Window accessory use in accordance with this Article 28.

2804.2 The ZBA may adopt, maintain, and file with the Town Clerk a set of regulations that contains the necessary fee structures and procedures for application, review, and special permit issuance under this Article.

#### **§ 198-2805. Permitted Uses.**

2805.1 A Restaurant Pre-Order Pick-Up Window, conforming to the standards defined in Article 28, may only be permitted in combination with Fast Casual Restaurant or Coffee Shop uses (not Drive-Through Restaurant uses) in the RPPWOD, subject to Special Permit approval issued by the ZBA.

#### **§ 198-2806. Dimensional Requirements and Aggregate Limits.**

2806.1 A Restaurant Pre-Order Pick-Up Window shall not be located within 300 feet of another Restaurant Pre-Order Pick-Up Window.

2806.2 The Restaurant Pre-Order Pick-Up Window, including any associated awning or roof, shall not protrude more than five (5) feet from the restaurant's exterior wall.

2806.3 The Restaurant Pre-Order Pick-Up Window vehicle lane shall be single-lane only and in the minimum width as required by the Wayland Fire Department.

2806.4 The Restaurant Pre-Order Pick-Up Window must be accessory to a Fast Casual Restaurant or Coffee Shop which must have a patron seating area of at least 600 square feet, which must be open to customers during the same hours of operation as the Restaurant Pre-Order Pick-Up Window.

2806.5. Where feasible, the Restaurant Pre-Order Pick-Up Window shall be located on the facade of the building facing the rear lot line.

#### **§ 198-2807. Performance Standards.**

2807.1 Landscaping and Signage.

2807.1.1. Landscaping shall visually screen the Restaurant Pre-Order Pick-Up Window from view from all roadways, abutters, and sidewalks.

2807.1.2. Directional signage for a Restaurant Pre-Order Pick-Up Window shall be no more than six (6) square feet in area and no more than four (4) feet above grade. No exterior menu signs are permitted in the Pre-Order Pick-Up Window area.

2807.1.3. All signage for a Fast Casual Restaurant or Coffee Shop under this Article 28 shall comply with Article 501.1, with the exception that any self-standing sign may be no more than four (4) feet in height instead of fifteen (15) feet.

2807.1.4. One or more proximate outdoor trash receptacle(s) shall be provided for patron use for each Pre-Order Pick-up Window.

2807.2. Design Standards.

2807.2.1. The following design standards shall be required of any Fast Casual Restaurant or Coffee Shop which includes a Restaurant Pre-Order Pick-Up Window as an accessory use.

2807.2.1.1. Exterior design and signage for the building shall be designed in a traditional New England style and color palette, which may be of a smaller scale, constructed of authentic or simulated wooden shingles or clapboards, stone or brick, and window pane fenestration typical of a traditional New England village center.

2807.2.1.2. Exterior lighting design for the Pre-Order Pick-Up Window shall illuminate the Pre-Order Pick-up Window area only. The source of light shall be so arranged and shielded as to prevent direct glare from the light source into any public street or sidewalk or onto any adjacent property, and shall be Dark Sky compliant.

2807.2.1.3. Interior design of public areas within a Fast Casual Restaurant or Coffee Shop shall, through finishes and furnishings, create a welcoming and comfortable patron seating area. For the purposes of this Section 2707.2.1.3, a welcoming and comfortable patron seating area may include an area that invites patrons to sit in for longer periods of time and Wayland, local, or traditional New England artwork or artistic component(s). Other permissible welcoming and comfortable patron seating area elements include but are not limited to: non-fluorescent pendant or directional lighting, real or simulated wood flooring, ambient music, sofa and/or arm chair seating areas, gas fireplace, children's tables and seating, banquette wall seating, or large round or long farmhouse tables for use by larger groups or multiple individual parties.

2807.3 Submittals.

2807.3.1. The applicant shall submit a site plan, including landscaping and signage, showing that the project will meet standards set forth in § 198-2807.1. The applicant shall submit design plans and elevations showing that the project will meet standards set forth in § 198-2807.2.

**§ 198-2808. Inapplicability of Certain Other Regulations.**

2808.1. Where this article specifies a standard or makes a requirement contrary to a requirement set forth elsewhere in the Town's Zoning Bylaw, the provisions of this article, as may be amended from time to time, shall govern.

**FINANCE COMMITTEE COMMENTS:** This article proposes a bylaw change that would create a zoning overlay district (the Restaurant Pre-Order Pick-Up Window Overlay District, or "RPPWOD") along Route 20 in Wayland Center to allow a limited number of food and beverage pre-order pick-up window restaurants, specifically for fast casual restaurants and coffee shop uses only. The goal is to spur tenancy and/or redevelopment, increase economic activity, improve the appearance of this corridor, and serve residents' desire for more, attractive, and functional restaurants in Town.

A pre-order pick-up window avails customers wishing to pick up take-out food in an efficient process: they pre-order on-line or via a phone app, pull up in their car to the pick-up window when the meal is ready, receive their order, and drive away. This offering streamlines pick-up for patrons and food delivery drivers versus the current process in which food and coffee pre-order take-out patrons in Wayland must arrive, park, run inside, get their order, get back in their vehicle, and depart – all of which may clog parking lots, is

inefficient for users, and is unappealing in bad weather. The proposed RPPWPD zoning could provide new dining options and convenience for Wayland residents. This option particularly benefits those with mobility issues and families with young children who find it difficult to access typical take-out.

The proposed zoning continues to prohibit full drive-throughs. Full drive-throughs, typically associated with fast food, typically involve ordering while in a queue, waiting in the queue, paying at the window, and receiving ordered food or beverages, a multi-step process which involves large, unattractive menu signage, long queues, exhaust from idling vehicles, and, potentially, traffic jams on adjacent roadways if a drive-through is busy. A pre-order window has a single purpose – pick-up – and as a result, requires minimal signage, allows quick interaction time at the window, and has little risk of queuing or traffic backups.

A December 2024 survey of more than 1,500 respondents by the Economic Development Committee found that a large majority of Wayland respondents are both concerned about empty storefronts in the Route 20 corridor, and desire fast casual restaurants, either generally or in a limited number, with designs that fit the community. Eighty-six percent of respondents favored pre-order pick-up windows for fast casual restaurants and coffee shops (see results: <https://www.wayland.ma.us/economic-development-committee/pages/route-20wayland-center-survey-results>). The proposed zoning allows for that preference at a limited scale.

The Route 20 corridor covered by the overly district currently has two bank buildings, each outfitted with drive-up windows, that have been vacant for four or five years. The town has received inquiries from food retailers to fill these buildings, but their drive-through windows cannot be used for food pick-up under existing zoning code. The proposed zoning allows for a limited number of food pre-order pick-up windows, to help attract new restaurants to these locations or elsewhere in the surrounding overlay district.

A larger-scale and longer-term Route 20 Master Plan, intended to re-zone and revitalize the entire Route 20 Wayland Center area, has been initiated but will take years to complete and will likely require new zoning. See (<https://www.wayland.ma.us/planning-department-board/pages/route-20-master-plan>). If this article passes, the proposed RPPWOD could be put into effect immediately upon ratification by the State Attorney General and so provide a potential economic boost to the area in the near-term. The proposed zoning does not preclude any of the pending Master Plan efforts and could be incorporated into any future zoning changes.

The proposed RPPWOD does not remove any allowed restaurant use types from existing or future property owners; it simply adds a new accessory use (pick-up window) in the overlay district. Utilization of this new opportunity is voluntary, as with other overlay districts.

The proposed RPPWOD would allow fast casual restaurants and coffee shops to take advantage of Route 20 traffic from both residents and passersby. It could attract new restaurants that might not otherwise come to Wayland, and in doing so, could provide landlords of currently empty buildings valuable tenants, and boost commercial tax revenue. New food uses could also contribute to meals tax – additional incremental income for the Town. And for residents, it could help provide a service that appears to be highly desired and help boost the vibrancy of the Town Center business district.

The proposed zoning code requires a Special Permit for this new accessory use in the overlay district (as for any new restaurant use in a business district). The Zoning Board of Appeals (ZBA) will be the approving board and would be tasked with ensuring that plans meet the specifications provided in the new code, ensuring that any new pre-order pick-up window restaurant is a good fit in form and function for Wayland. Specifically:

The restaurant must be fast casual or a coffee shop, not fast food: Fast casual is made-to-order food, typically with fresh ingredients, for sit-down dining or take-out (e.g. Sweetgreen, Chipotle, Nan's Kitchen), vs. rapid order, on-the-go, processed fast food typically seen with full drive-throughs (e.g. McDonalds, Wendy's, Burger King). (Notably, the proposed Fast Casual zoning definition language and the revised Drive-Through Restaurant definition language have been adopted and used in Sturbridge, MA, and approved by the Commonwealth since 2017.)

Restaurant exterior design and signage must conform to Wayland's village character, and any pick-up window must have modest signage and appearance and be buffered with landscaping. "Village character" language noted in the proposed code was used for the Mixed-Use Overlay District (MUOD) for Town Center, so this design criteria has been approved and adopted in Wayland in the past.

Restaurants cannot offer take-out only, but must have a welcoming and comfortable, minimum 600 square foot dining room which encourages patrons to dine-in (with the goal of creating community meeting spots). Although "welcoming and comfortable" is subjective, Special Permit allows discretion by the ZBA in its review, and examples are provided to help proponents.

Only a limited number of designated restaurants can fit in the overlay area, as pick up windows must be at least 300' from one another. At maximum, three could fit in the overlay district, but two would be most likely.

A public zoning hearing by the Planning Board was held on February 18, 2025. The Planning Board voted against approval in a 3-2 vote. The primary concerns, among others, were: the need for parcel descriptions and a recordable plan; the need to ensure unambiguous, consistent terminology; and the need to ensure consistency with provisions in the existing Zoning Bylaws. (See Planning Board Report To Town Meeting at Appendix D.)

The Planning Board does not recommend approval. Vote: 3-2.

The Select Board recommends approval. Vote: 4-0-1.

**ARGUMENTS IN FAVOR:** The proposed zoning code provides the ability to attract new pre-order pick-up fast casual restaurants or coffee shops, which residents desire, to the RPPWOD area in Wayland Center. Proposed design requirements in the RPPWOD should help ensure that restaurants are attractive and community-friendly.

New restaurants or coffee shops in the proposed RPPWOD could help provide tenants for vacant buildings, alleviating residents' concerns about empty storefronts and making the Route 20/Town Center corridor more attractive and vibrant.

New pre-order pick-up restaurants would afford the Town incremental meals tax revenue that may currently be lost to adjacent communities.

The proposed overlay district does not disallow any business use currently allowed under Wayland's zoning code. It simply allows pre-order pick-up windows for fast casual restaurants or coffee shops in the overlay district if the option is elected by a property owner.

The proposed zoning does not preclude any upcoming Route 20 Master Plan efforts, which may take years, but helps in the meantime to effect positive change in the proposed overlay area.

Essential zoning language (definitions of Fast Casual Restaurants and Drive-Through Restaurants) has been vetted and adopted in another MA community since 2017. Qualitative zoning language (such as mandating "village character" design) has been in Wayland code for many years. Special Permit review allows latitude by the ZBA to ask for better design from proponents, based on described criteria.

**ARGUMENTS OPPOSED:** Some residents may not want to encourage fast casual uses in the Route 20 corridor. In poll data, 8% did not want to see fast casual food in the Route 20 corridor.

Some residents may not want to see food pick-up windows, no matter how limited or buffered. Poll data showed that 14% were against pre-order pick-up windows for fast casual restaurants.

Some residents may want the Route 20 Master Plan and re-zoning, currently in the planning stage, to be completed as whole and are willing to wait for as long as that process may take.

Some may say that the proposed zoning language is weak or not clearly defined and may be difficult for the ZBA to interpret and may leave the Town open to legal challenges.

Some residents may want to mandate even healthier food choices than what fast casual and coffee shops may imply.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-0-1.

**QUANTUM OF VOTE:** 2/3 vote – see Massachusetts General Laws Chapter 40A, Section 5.

**CONSISTENCY WITH LAW:** The proposed bylaw is not repugnant to Massachusetts or federal law.

*For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.*

## **Article 21. Zoning Housekeeping Amendments – Overlay Districts**

*Proposed by: Planning Board*

To determine whether the Town will vote to amend the Town's Zoning Bylaw, Chapter 198 of the Town Code, as follows with text to be inserted shown as underlined and text to be deleted shown as ~~struck through~~, to address several housekeeping issues: 1) a change to the Federal Emergency Management Agency's Middlesex County Flood Insurance Rate Map for the Charles River Watershed; 2) add specific spatial reference descriptions to §198-302.1. for three previously adopted overlay districts; 3) add to 198 Attachment 1 Town of Wayland Table of Dimensional Requirements, references to two previously adopted overlay districts; and 4) add to 198 Attachment 3 Town of Wayland Table of Permitted Principal Uses by District, references to two previously adopted overlay districts.

### ARTICLE 3 Establishment of Districts

\* \* \* \*

#### §198-302. Overlay Districts

\* \* \* \*

§198-302.1.2. A Federal Flood Protection District, which includes all special flood hazard areas within the Town of Wayland designated as Zone A, AE, AH, AO, AR, V, VE and A99, and "Floodway Areas in Zone AE" on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town of Wayland are panel numbers: 25017C0369F, 25017C0386F, 25017C0388F, ~~25017C0389F~~, 25017C0507F, 25017C0509F, 25017C0517F, 25017C0526F, ~~25017C0527F~~, ~~25017C0528F~~, and ~~25017C0529F~~, 25017CIND1B, and 25017CIND2B and ~~25017C0536F~~, dated July 7, 2014; and 25017C0389G 25017C0527G, 25017C0528G, 25017C0529G, and 25017C0536G, effective July 8, 2025. The exact boundaries of the Federal Flood Protection District are defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) reports effective respectively July 7, 2014 and July 8, 2025. The FIRM and FIS reports are incorporated herein by reference and are on file with the Town Clerk. The FIRM is hereby incorporated as part of the Zoning Map of the Town of Wayland.

\* \* \* \*

§198-302.1.7. ~~(Reserved)~~ A Municipal Services Overlay District that includes the parcels of land on Boston Post Road as shown on Plate 22 of the Atlas of the Town of Wayland, Massachusetts, 2008, numbered as Parcels 22-3 (line parallel with 500' from north sideline of Route 20), 22-6 and 22-7 and shown on the plan entitled "Plan of Land in Wayland,

**Massachusetts Showing a Municipal Services Overlay District”, dated September 9, 2010, prepared by the Town Surveyor’s Office a copy of which plan is on file in the office of the Town Clerk. [Added 11-16-2010 STM by Art. 12]**

§198-302.1.8. ~~(Reserved)~~ **A River’s Edge Housing Overlay District ("REHOD") that includes the parcels of land on Boston Post Road as shown on Plate 22 of the Atlas of the Town of Wayland, Massachusetts, 2008, numbered as Parcels 22-003 (portion), 22-006 and 22-007 and as shown on the plan entitled "Town of Wayland Zoning Overlay Districts," Survey Department, 41 Cochituate Road, Wayland, MA 01778, dated April 3, 2014, a copy of which is on file in the office of the Town Clerk. [Added 4-3-2014 ATM by Art. 15]**

\* \* \* \*

§198-302.1.12. **A Medical Marijuana District that includes the parcels of land on Boston Post Road as shown on Plate 21 of the Atlas of the Town of Wayland, Massachusetts, 2016, numbered as Parcels 21-010, 21-005, 21-008A, 21-002, 21-004, 21-002A, 21-001, 21-008, 21-006A, 21-006 and 21-003, and as shown on the plan entitled “Figure 1 Town of Wayland Medical Marijuana District” as included in the April 29, 2019 Annual Town Meeting Warrant at page 76, a copy of which is on file in the office of the Town Clerk.**

\* \* \* \*

*198 Attachment 1*

Town of Wayland  
Table of Dimensional Requirements

Districts	Use	Minimum Lot Area <sup>1</sup> (sq. ft.)	Maximum Lot Coverage	Minimum Frontage (ft.)	Minimum Yard Setbacks <sup>14</sup>				Maximum Height <sup>4</sup>	
					Front		Rear	Side	The lesser of	
					From Lot Line (ft.)	From ROW Center Line (ft.)	From Lot Line (ft.)	From Lot Line (ft.)	Feet	Stories
* * * *										
Planned Development	Requirements of Article 19 apply									
Senior and Family Housing Overlay	Requirements of Article 21 apply									
Southeast Wayland-Cochituate Planning	Requirements of Article 20 apply									
Wireless Communications Services	Requirements of Article 15 apply									
Planned Wireless Communications Services District	Requirements of Article 15A apply									
Municipal Services Overlay	Requirements of Article 24 apply									
<b><u>River’s Edge Housing Overlay District</u></b>	<b><u>Requirements of Article 25 apply</u></b>									
<b><u>Medical Marijuana District</u></b>	<b><u>Requirements of Article 26 apply</u></b>									
Multi-Family Housing Overlay District	Requirements of Article 27 apply									

\* \* \* \*

*198 Attachment 3*

Town of Wayland  
Table of Permitted Principal Uses by Districts

Uses	Single Residence	Roadside Business	Business A	Business B	Light Manufacturing	Limited Commercial	Site Plan Approval
Prohibited Uses							
Refuse Disposal District	Requirements of § 198-1201 apply						
Overlay Districts							
Aquifer Protection District	Requirements of Article 16 apply						
Conservation Cluster Development District	Requirements of Article 18 apply — SP						
Floodplain, Federal Flood Plain Protection Districts	Requirements of Article 17 apply — SP						
Planned Development District	Requirements of Article 19 apply — SP						
Senior and Family Housing Overlay District	Requirements of Article 21 apply — SP						
Southeast Wayland-Cochituate Planning District	Requirements of Article 20 apply — SP						
Wireless Communications Services District	Requirements of Article 15 apply — SP						
Planned Wireless Communications Services District	Requirements of Article 15A apply						
Municipal Services Overlay District	Requirements of Article 24 apply						
<b><u>River's Edge Housing Overlay District</u></b>	<b><u>Requirement of Article 25 apply</u></b>						
Medical Marijuana District	Requirements of Article 26 apply — SP						
<b><u>Multi-Family Housing Overlay District</u></b>	<b><u>Requirements of Article 27 apply</u></b>						

**PROPOSER'S COMMENTS:** See Report of the Planning Board at Appendix D.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will amend the Town's Zoning Bylaw, Chapter 198 of the Town Code, to reflect the new Flood Insurance Rate Maps issued by the Federal Emergency Management Agency (FEMA) for the Charles River Watershed in Middlesex County, which covers a portion of Wayland.

The other proposed amendments to the Zoning Bylaw are the result of oversights when three overlay districts were originally adopted by Town Meeting.

The Planning Board recommends approval. Vote: 5-0-0.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** There is no financial impact from this article. For purposes of enforcing the Federal Flood Protection District, it is important to have the most up to date maps referenced in Wayland's Zoning Bylaw. The other three changes conform certain provisions of the Zoning Bylaw to make them consistent with actions approved by Town Meeting, but do not make any substantive changes to the Zoning Bylaw.

**ARGUMENTS OPPOSED:** The Finance Committee is not aware of any.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.



**QUANTUM OF VOTE:** 2/3 vote – see Massachusetts General Laws Chapter 40A, Section 5.

*For more information, contact Town Planner Robert Hummel at [rhummel@wayland.ma.us](mailto:rhummel@wayland.ma.us).*

## **Article 22. Create Energy Revolving Fund**

*Proposed by: Select Board*

To determine whether the Town will vote to amend Section 19-10.A of the Code of the Town of Wayland by inserting a new revolving fund entitled “Energy Projects” into the chart as follows, or take any other action relative thereto:

	<b>Revolving Fund</b>	<b>Authority to Spend</b>	<b>Revenue Sources</b>	<b>Use of Funds</b>
	Energy Projects	Select Board	Revenue received from utility or government rebates or incentives on energy capital projects funded by free cash.	Energy projects in town capital plan or matching grant energy projects, or emergency uses as determined by the spending authority.

And further, to set the fiscal year 2026 spending limit for this revolving fund at \$50,000.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will establish an Energy Project Revolving Fund (EPRF). Under the direction of the Select Board, the EPRF would be funded by utility or government rebates and incentives from energy capital projects which were within the town’s capital plan and were funded by free cash. The EPRF would provide funding for matching fund grants and would also be a funding source for emergency uses as needed. It is anticipated that \$250,000 to \$280,000 in utility and other rebates or incentives will be received from projects in the existing five-year capital plan. Having dedicated access to the EPRF funds will make Wayland more competitive in future grant proposals.

Revolving funds were authorized by Massachusetts Law in 2017 (Section 53E ½ of Chapter 44). Three key elements of revolving funds include: 1) A city or town can create a revolving fund by ordinance, 2) Funds are accounted for separately from General Fund, 3) Ordinance (By-law) shall specify uses, sources, authorized spender, reporting requirements (if any), subject to annual limits via town vote.

Wayland established several revolving funds in 2017, including the Council on Aging, Recreation, etc. (Ch19, Section 10), and already has processes and procedures for managing and reporting on these funds. These include: 1) Any Town board authorized to administer a revolving fund shall approve user fees, calculated upon the cost of providing the service or program, which shall include, but is not limited to, costs for associated maintenance, capital improvements, wages and employee benefits and indirect costs. 2) The Annual Town Report shall include, for each revolving fund, an accounting of the fiscal year-end revenues, expenses, balances and Town Meeting voted limit of expenditure. 3) In connection with the annual Town budget cycle, the entity authorized to spend each fund shall submit to the Town Manager and Finance Director an estimated end-of-year balance for the current fiscal year and a revenue and expense plan for the upcoming fiscal year.

Many towns, including Natick, Salem, Winchester, Woburn, and Waltham have established revolving funds for Energy projects and use them to advance energy projects.

The Select Board recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** An energy project revolving fund will increase the Town’s ability to win grants and receive rebates of approved energy projects which will facilitate more energy projects and thereby deliver more energy, carbon and financial savings to the town quicker.

**ARGUMENTS OPPOSED:** Dedicated revolving funds may somewhat reduce the town's flexibility to respond to changing priorities.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 4-0-1

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 40, Section 21.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## **Article 23. Reaffirm Remote Participation at Town Meeting**

*Proposed by: Select Board*

To see if the Town will vote to re-authorize the Select Board to petition the General Court for an act of special legislation entitled "Remote Participation in Town Meeting," the full text of which is printed below, or take any other action relative thereto.

An Act authorizing remote participation at town meetings in the Town of Wayland.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding chapter 39 of the General Laws, or any general or special law or charter provision to the contrary, the Town of Wayland may hold annual and special town meetings with voters located in a common, physical location, fully remote or partially remote, to be known as a hybrid town meeting.

SECTION 2. Any town meeting held remotely or in hybrid form in accordance with this act shall be recorded and the recording shall be made available for public viewing on the town's website for no fewer than 30 days following the conclusion of the meeting. The recording shall also be a permanent record of the town, subject to disclosure upon request.

SECTION 3. All actions taken at a remote or hybrid town meeting held in accordance with this act shall be ratified, validated and confirmed to the same extent as if the town meeting had been conducted entirely in person.

SECTION 4. This act shall take effect upon its passage.

**FINANCE COMMITTEE COMMENTS:** Passage of this article reaffirms the Town's support for special legislation allowing remote participation and voting at Town Meetings, consistent with Articles 19 and 22 from 2023 and 2024, and a similar article from 2021. Despite efforts, proposed state bills on this topic have not passed. This article signals the Town's desire for legislative change and supports a state representative's recommendation to seek Town Meeting's reaffirmation of the Select Board's authority to file a new bill. Other municipalities are pursuing similar legislation, and a state senator has introduced a bill for remote participation statewide. While legal fees may arise, there are no known costs, but remote participation technology will require future funding and approval.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** Approval of this article supports special legislation for remote participation and voting at Town Meetings, promoting inclusivity and adaptability in governance. It addresses barriers like health concerns and childcare, ensuring all residents can participate. By expanding access, remote options strengthen civic engagement and ensure diverse perspectives in decision-making. Additionally, utilizing remote technology offers cost savings, streamlining processes and reducing expenses, while enhancing both accessibility and fiscal responsibility.

**ARGUMENTS OPPOSED:** Delaying action on special legislation is wise until the outcome of pending statewide legislation on remote participation is determined, allowing the Town to assess broader impacts.

The financial implications of remote participation are uncertain, and delaying minimizes the risk of unanticipated costs. Additionally, remote options could diminish the community gathering aspect of Town Meetings and raise security concerns, such as fraud or unauthorized access. Waiting enables the Town to evaluate these factors before moving forward with remote participation initiatives.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 4-2-0.

**QUANTUM OF VOTE:** Majority. Section 8 of the Home Rule Amendment, Article LXXXIX of the Massachusetts Constitution.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## Article 24. Hear Reports

*Proposed by: Petitioners*

To determine whether the Town will vote to receive and act upon reports of Town officers, agents, trustees, commissioners, boards and committees:

- Board of Assessors (Appendix D)
- Community Preservation Committee (Appendix D)
- Planning Board (Appendix D)

**PROPOSER'S COMMENTS:** This is a standard article that allows reports commissioned by the Town or required by State law to be heard. Under Town Code Chapter 53, Section 4, "Whenever a report required by law is submitted to Town Meeting, it shall be included in the minutes of said meeting set forth in the Annual Town Report." This article provides a means of including such reports in the minutes of Town Meeting. Reports can be found online on the Town of Wayland's website [www.wayland.ma.us](http://www.wayland.ma.us).

**FINANCE COMMITTEE COMMENTS:** Following consultation with the Finance Director, the Finance Committee has deemed this article to have negligible financial impact on the Town. Pursuant to Town Code §19-3, detailed comments, together with a summary of arguments in favor of and in opposition to this article, are not required.

The Select Board recommends approval. Vote: 5-0-0.

**RECOMMENDATION:** The Finance Committee takes no position on this article. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## Article 25. Sell or Trade Vehicles and Equipment

*Proposed by: Select Board*

To determine whether the Town will vote to authorize the Select Board to sell or otherwise dispose of surplus vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment, or other personal property.

<u>Department</u>	<u>Vehicle/Equipment</u>	<u>Year</u>
DPW	Ford Expedition	2016
Police	Ford Explorer	2021

**FINANCE COMMITTEE COMMENTS:** This is a standard article allowing the Town to sell or trade- in used vehicles, equipment or other personal property in compliance with the Town Code and Massachusetts

General Laws.

DPW and Police recommend selling these vehicles for the following reasons, respectively: 1) cost of repairs needed exceeds the value of the vehicle and 2) high mileage and significant repairs are needed.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** The selling of used property contributes to the Town's General Fund.

**ARGUMENTS OPPOSED:** Some may believe that these vehicles are still usable and therefore selling is not the most fiscally prudent course of action.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority. See Town Code Section 62-3.

*For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.*

## **Article 26. Choose Town Officers**

*Proposed by: Select Board*

To determine whether the Town will vote to choose Town officers, agents, trustees, councils, commissioners, boards, and committees not elected by official ballot:

Trustees of the Allen Fund	The Select Board
Fence Viewers	The Select Board
Field Drivers	The Constables
Measurers of Wood and Bark	Paul Doerr
	Gary Slep
	John R. Sullivan
Surveyors of Lumber	Judy Currier
	Susan W. Pope

**FINANCE COMMITTEE COMMENTS:** Following consultation with the Finance Director, the Finance Committee has deemed this article to have no financial impact on the Town. Pursuant to Town Code §19-3, detailed comments, together with a summary of arguments in favor of and in opposition to this article, are not required.

The Select Board recommends approval. Vote: 5-0-0.

**RECOMMENDATION:** The Finance Committee takes no position on this article. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority.

*For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.*

## **Article 27. Green Burial – 56 Orchard Lane**

*Proposed by: Select Board*

To see if the Town will vote pursuant to the provisions of G.L. Chapter 114, Section 34 to designate a portion of the parcel of land at 56 Orchard Lane for use as a home burial plot for two graves, said portion as substantially shown on a plan of land on file with the Wayland Health Department (and as shown in Appendix E) prepared by Clean Properties Engineering, Inc. entitled "Mendler de Suarez Family Burial Ground", dated July 24, 2024, or take any other action relative thereto.

**PROPOSER'S COMMENTS:** The concept of a 'green burial' is similar to a home burial, which is the burial of a person on privately owned residential property that is not an approved cemetery. A green burial

(also known as a natural burial) is a method of final disposition of a body with fewer environmental impacts than a traditional burial. Home/green burials are not prohibited by state law, but the decedent's family must obtain approval from both the Board of Health and the local governing body (in Wayland, Town Meeting is the governing body), as set out by M.G.L Chapter 114 § 34. Because of this, home and/or green burials must be approved on a case-by-case basis. A request came to the Town by the property owner of 56 Orchard Lane. Unfortunately, to take action, the property owner had to wait until both the Board of Health and Town meeting approved this request.

The Select Board recommends approval. Vote: 5-0-0.

**FINANCE COMMITTEE COMMENTS:** Following consultation with the Finance Director, the Finance Committee has deemed this article to have negligible financial impact on the Town. Pursuant to Town Code §19-3, detailed comments, together with a summary of arguments in favor of and in opposition to this article, are not required.

**RECOMMENDATION:** The Finance Committee takes no position on this article. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## **Article 28. Banning the Use of Second-Generation Anticoagulant Rodenticide**

*Proposed by: Conservation Commission*

To determine whether the Town will vote to ban the use of Second-Generation Anticoagulant Rodenticides, or SGARs, at properties under the care and control of the Town of Wayland.

**PROPOSER'S COMMENTS:** Certain rodenticide products, widely known as Second Generation Anticoagulant Rodenticides, or SGARs, are used to control rats and/or mice but have been clearly demonstrated to be harmful to wildlife who ingest the rodents after they have been poisoned. This causes harm to our larger ecosystem, and the secondary poisoning of natural predators of the target pests can have a counterproductive long-term impact on rodent control efforts. Traces of rat poison have been found in many wildlife species, including owls, eagles, coyotes, fishers, squirrels, and other predators and scavengers.

This article would apply only to Town-owned property (including all buildings, grounds, parks, open spaces, and the public right of way), and would be adhered to by all employees of the Town of Wayland, as well as third party vendors and contractors providing services at Town-owned property. 41 other Massachusetts communities have addressed this issue.

The Select Board recommends approval. Vote: 5-0-0.

**FINANCE COMMITTEE COMMENTS:** Following consultation with the Finance Director, the Finance Committee has deemed this article to have negligible financial impact on the Town. Pursuant to Town Code §19-3, detailed comments, together with a summary of arguments in favor of and in opposition to this article, are not required.

**RECOMMENDATION:** The Finance Committee takes no position on this article. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority - See Massachusetts General Laws Chapter 44, Sec. 21.

*For more information, contact Conservation Administrator Linda Hansen at [lhansen@wayland.ma.us](mailto:lhansen@wayland.ma.us).*

**Article 29. Amend Town Code Chapter 36-18***Proposed by: Town Clerk*

To determine whether the Town will vote to amend its General Bylaws, Section 36-3 of the Town Code, entitled “Attendance and Participation of Non-Resident Town Officials” by adding the text underlined below, or take any other action related thereto:

**§ 36-18: Attendance and participation of nonresident Town officials.**

Notwithstanding their place of residence or voter registration status, the Town Manager, Assistant Town Manager, Town Counsel, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director, Town Clerk and Superintendent of Schools shall have the same right as registered voters of the Town to attend and sit on the floor of Town meetings and answer questions. Said Town officials shall not be considered in determining the presence of a quorum at Town meetings nor shall any of them be permitted to vote unless s/he is a registered voter of the Town.

**PROPOSER’S COMMENTS:** When this bylaw was originally created and amended, the Town Clerk was an elected position, which required the individual to be a resident of the Town. However, since the implementation of the Town Manager/Select Board Act, the Town Clerk position has become appointed, and as such, residency is no longer a requirement to hold the position. While the Town Clerk is still required to attend Town Meeting and record the votes of the meeting, there may be occasions when the individual is called upon to answer questions.

**FINANCE COMMITTEE COMMENTS:** Following consultation with the Finance Director, the Finance Committee has deemed this article to have no financial impact on the Town. Pursuant to Town Code §19-3, detailed comments, together with a summary of arguments in favor of and in opposition to this article, are not required.

The Select Board recommends approval. Vote: 5-0-0.

**RECOMMENDATION:** The Finance Committee takes no position on this article. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 40, Section 21.

*For more information, contact Town Clerk Trudy Reid at [treid@wayland.ma.us](mailto:treid@wayland.ma.us).*

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**Article 30. Transfer of 212 Cochituate Road***Proposed by: Select Board*

To see if the Town will vote to transfer the care, custody, management and control of a Town-owned parcel located at 212 Cochituate Road, Wayland, MA, as shown on Assessors Map 38, Lot 004 and in Appendix E, and shown on a plan entitled "Plan of Land Wayland Mass.", dated June 23, 1958, recorded with the Middlesex South District Registry of Deeds as Plan 1015 of 1958, said plan on file with the Town Clerk, from the Tax Title Custodian or other board or commission currently having custody thereof and for the purpose for which said parcel is currently held to the Select Board for general municipal purposes and for the purpose of conveying all or a portion of said property for the development of affordable housing, and/or shared living housing for persons with disabilities, and/or for market rate housing purposes as the Select Board determines, in its reasonable discretion, and upon such terms and conditions as the Select Board deems to be in the best interest of the Town, and further to authorize the Select Board to execute any and all documents, agreements and instruments necessary or convenient to carry out the purposes of this article, or to take any other action relative thereto.

**PROPOSER’S COMMENTS:** In 2019, due to the resident's failure to pay real estate taxes, the Town became the Tax Title Custodian of an approximately four-acre parcel of land with a single-family home. In

2024, due to the structure's deterioration, the Select Board authorized it be razed. The Select Board has deliberated the best use of the land and seeks Town Meeting's authorization to permit housing for disabled persons and perhaps a single-family home. Regarding the topic of providing the former owner, or heirs, with proceeds from any property sale, the Town's efforts to locate the former owner or heirs have been unsuccessful over the past seven years.

**FINANCE COMMITTEE COMMENTS:** The Select Board seeks Town Meeting's approval to (i) transfer the care, custody, management and control of this Town-owned property from the custodian, if any, appointed pursuant to M.G.L. Chapter 60, §77B, or, if no such appointment was made, the Select Board itself, to the Select Board for general municipal purposes and the purpose of conveying all or a portion of the property for the development of affordable housing, and/or shared living housing for persons with disabilities, and/or market rate housing purposes; and (ii) authorize the Select Board to convey, sell or otherwise dispose of all or a portion of the property. This article is not seeking any funding.

History: Following the former owner's failure to pay real estate taxes for multiple years, the Town filed a tax lien, continued its unsuccessful efforts to contact the former owner, and eventually foreclosed, taking title to the property, free and clear of any other liens, in September 2019 following a favorable decision by the Commonwealth of Massachusetts Land Court. At the time of foreclosure, the Town was owed approximately \$100,000 in taxes, interest, penalties, legal fees, etc., and the property's assessed value was \$497,400. Over the ensuing years, the assessed value has grown to \$850,500, with approximately 90% of such value attributable to the land.

Property Description: The property, located at 212 Cochituate Road, Wayland, MA, is an approximately four-acre parcel of land, together with an existing, 2,350 square foot, three-bedroom colonial house (circa 1948) which was unoccupied at the time of foreclosure and in serious disrepair due to a 2013 fire and years of neglect. Recently, the Select Board approved the demolition of the house citing safety concerns expressed by the Fire and Health Departments. The demolition is underway and expected to be completed prior to the 2025 Annual Town Meeting at a cost of approximately \$47,000 which is being funded with American Rescue Plan Act funds.

Development Potential: Over the past five years, the Select Board has expressed an openness to using all, or a portion, of the site for affordable housing and, more recently, shared living housing for persons with disabilities, while also considering the sale of all, or a portion, of the site for market rate housing to generate maximum tax revenue and sale proceeds for the Town. A specific plan for the property's use has not yet been fully developed, but presumably the Select Board will be better positioned to complete its planning should Town Meeting vote to approve this request.

The property is situated in a R60 residential zone, i.e., minimum lot size of 60,000 sf and 210' of frontage. Under the Town's zoning by-law, the property potentially could be subdivided, with minimal regulatory hurdles, into two buildable lots which likely would increase the value of the property to prospective developers. It is unclear if the Select Board plans to pursue such a subdivision prior to marketing the property for sale or lease or make it a condition of any such sale or lease.

Alternatively, the Select Board could seek approval of a 40B comprehensive permit, from the Zoning Board of Appeals, for the development of multiple affordable units, which, if granted, could further enhance the value of the property to prospective affordable housing developers. The Town's affordable housing boards and committees have discussed the use of this property for affordable housing since 2017, and the Municipal Affordable Housing Trust Fund has expressed interest in overseeing the development if the site is used entirely for affordable housing.

Recent Court Decisions and Legislation: In July 2024, in order to address (i) the U.S. Supreme Court's 2023 decision in Tyler v. Hennepin County, Minnesota, (ii) Massachusetts Superior Court's 2024 decision in Ashley M. Mills v. City of Springfield, and (iii) the concern of some members of the public over so-called "equity theft" whereby the holders of tax titles, including cities and towns, were legally retaining the

difference between the fair market value of the property and the outstanding real estate taxes and related costs following foreclosure, the Massachusetts Legislature passed, and the Governor signed into law, various new provisions intended to provide homeowners with added protections and additional time to resolve their outstanding tax liens. In addition, tax title owners who dispose of their foreclosed properties must now set aside any excess equity, seek to return it to the former owners and, if unable to do so, transfer it to the Unclaimed Property Division of MA.

Importantly, the new law does not apply to legal judgments that entered prior to May 24, 2021 – in the case of 212 Cochituate Road, the Land Court’s decision was entered on September 27, 2019. Therefore, it appears the Town may be legally entitled to keep all the cash proceeds, in the case of a sale, or asset value, if it chooses to hold the property, over the amounts owed to it by the former owner.

The Select Board recommends approval. Vote: 5-0-0

**ARGUMENTS IN FAVOR:** This property is currently generating no tax revenue for the Town. The Select Board is best positioned to determine the highest and best use of the property, and giving it the authority to sell or lease the property without having to return to Town Meeting for approval makes sense.

The Select Board has the authority to sell the property at public auction (see M.G.L. Chapter 60, §77B). Approval of this article simply gives the Select Board more certainty that it can determine the ultimate use of the property.

Using a portion of the property for affordable housing and/or shared living housing for disabled persons and a portion for market rate housing achieves multiple Town goals and should be pursued.

**ARGUMENTS OPPOSED:** The Select Board should not be authorized to sell or lease the property until it presents Town Meeting with a more specific plan for its use.

Some may prefer to see an advisory committee, like the Nike Site Reuse Advisory Committee, set up to evaluate the options, seek public input and make recommendations to the Select Board.

Even if the Town is not legally obligated to do so, before granting the Select Board the authority to convey, sell or lease this property, Town officials should make additional reasonable efforts to locate the former owner or her relatives/heirs, and, if located, seek a future Town Meeting’s approval of an appropriation sufficient to return to such person(s) an equitable portion of the “excess equity” from any future sale or lease of the property.

**RECOMMENDATION:** The Finance Committee does not recommend approval. Vote: 3-3-0.

**QUANTUM OF VOTE:** Two-thirds – See Massachusetts General Laws Chapter 40, Section 15A.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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## **Article 31. Recognize Citizens and Employees for Service to the Town**

*Proposed by: Select Board*

To determine whether the Town will vote to amend the Town Code by inserting a new Section 36-19, entitled "Recognize Citizens and Employees," as follows:

"At every Annual Town Meeting, the Town shall:

1. Recite and print the names in the Annual Town Meeting warrant of citizens who have served in a volunteer capacity on elected and/or appointed boards, committees, and commissions for a minimum of 25 years (service need not be consecutive) since the adjournment of the previous Annual Town Meeting.



2. Recite and print the names in the Annual Town Meeting warrant of employees who have retired since the adjournment of the previous Annual Town Meeting or intend to retire prior to June 30 of the current fiscal year, subject to a minimum of 20 years of service.
3. Recite, print the names in the Annual Town Meeting warrant and request that Town Meeting observe a moment of silence in memory of elected or appointed volunteers, employees with at least 10 years of service, or an employee while in service to the Town without regard to tenure who shall have passed away since the adjournment of the previous Annual Town Meeting.
4. Recite and print the names in the Annual Town Meeting warrant of the recipients of Wayland's annual C. Peter R. Gossels Good Government Award, Lydia Maria Child Award, and Ken Moon Award and publish a tribute of no more than one page per award recipient under the 'Hear Reports' Appendix in the Annual Town Meeting warrant.
5. Make all such recognitions and announcements as the first order of business at the Annual Town Meeting."

**PROPOSER'S COMMENTS:** This article codifies recognizing service to Wayland. Launching Annual Town Meeting with this message of respect, honor, and gratitude sets the right tone. Wayland is more than a geographical location and a municipal budget, it is people who contribute and change over time. Annual Town Meeting is the appropriate forum for public recognition of long-time, retiring & deceased employees, volunteers, and honorees for Lydia Maria Child Award, Ken Moon Conservation Award, and C. Peter R. Gossels Good Government Award.

Benefits: Family and friends attend Town Meeting and arrive early, helping to ensure a quorum. Newer residents learn Wayland's history/culture. Publicly honoring people who have served Wayland encourages others to volunteer time, energy, skills, and expertise. Volunteers save money for Wayland. Self-government requires active participation – this article celebrates democracy. Honorees' names & their service published in Warrant and Annual Report creates a permanent memorial easily accessed by future generations.

**FINANCE COMMITTEE COMMENTS:** Following consultation with the Finance Director, the Finance Committee has deemed this article to have negligible financial impact on the Town. Pursuant to Town Code §19-3, detailed comments, together with a summary of arguments in favor of and in opposition to this article, are not required.

The Select Board defers its recommendation, if any, to Annual Town Meeting. Vote: 5-0-0.

**RECOMMENDATION:** The Finance Committee takes no position on this article. Vote: 6-0-0.

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 40, Section 21.

*For more information, contact Petitioner, Bonnie Gossels at [blace2@verizon.net](mailto:blace2@verizon.net).*

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## **Article 32. Amend Town Code Chapter 36-3**

*Proposed by: Select Board*

To determine whether the Town will vote to amend its General Bylaws, Section 36-3 of the Town Code – Submission of Warrant Articles, by deleting Subsection A in its entirety and replacing it with the following new text, shown as underlined, or take any other action related thereto:

**Section 36-3 (A):** ~~However, after an article for insertion in the warrant has been duly presented to the Select Board by registered voters in accordance with law, said article may be amended or withdrawn by a majority, but not fewer than 10, of said registered voters after the warrant closing date.~~

**Section 36-3 (A):** However, after an article for insertion in the warrant has been duly presented to the Select Board by registered voters in accordance with law, said article may be withdrawn by a majority, but not fewer than 10, of said registered voters. Said article may be amended up to 21 days after the article submission deadline for Annual Town Meeting and up to 7 days after the Special Town Meeting article submission deadline by a majority but not fewer than 10, of said registered voters.

**FINANCE COMMITTEE COMMENTS:** Section 36-3(A) of Town Code permits petitioner articles to be amended at any time “after the warrant closing date.” Every time an article amendment is submitted, the Finance Committee (FinCom) must review, evaluate, and adjust its recommendation and report accordingly. Historically, multiple amendments have required the FinCom to adjust its report for the warrant multiple times.

To allow petitioners the right to amend their articles while only requiring the FinCom to write a single report, as it does for all Town Meeting articles submitted by the Town’s various boards and committees, the Select Board proposes to amend Section 36-3(A) to allow petitioners to submit article amendments up 21 days after the closing date for the submission of articles for Annual Town Meeting and up to 7 days for after the closing date for the submission of articles for Special Town Meetings. This article only amends the warrant deadline for petitioner article amendments. Petitioner articles may still be withdrawn at any time.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** The proposed change will balance petitioners’ rights to amend their own articles within a reasonable amount of time after the articles were first submitted, while promoting efficiency in Town government by eliminating the need for the FinCom to review and write new reports with regard to amendments submitted after the reports on the original article submissions have been completed.

**ARGUMENTS OPPOSED:** The Town’s residents, acting through Town Meeting, are the ultimate legislative body in the Town and should be allowed to amend articles they propose without limitation.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 40, Section 21.

*For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.*

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## **Article 33. Amend Town Code Chapters 19-2; 19-4; and 19-10**

*Proposed by: Select Board*

To determine whether the Town will vote to amend Town Code, Chapter 19: Finances by inserting text shown as underlined and deleting text shown as ~~struck through~~ as follows, or take any other action relative thereto:

~~The Finance Committee shall prepare the omnibus operating budget of the Town and submit it at the annual Town meeting. It shall also prepare and present to the annual Town meeting a five-year capital improvement program for the Town, which shall include the construction and reconstruction of capital assets (such as municipal buildings, recreational facilities, roads and landfills) and acquisition of land, equipment and vehicles and other personal property, and shall make recommendations to the appropriate authorities proposing such improvements.~~

### **§ 19-2. Budget; capital improvement program.**

The Finance Committee shall review the operating and capital budgets, the five-year capital plan and supporting documents prepared by the Town Manager, pursuant to Sections 6(b) and 6(c) of Chapter 33 of the Acts of 2022. Following such review, the Finance Committee shall present at Annual Town Meeting a recommended operating and capital budget. The Finance Committee also shall include its recommendations for the five-year capital plan in its report to Annual Town Meeting. The five-year capital plan shall include the construction and reconstruction of capital assets (such as municipal buildings, recreational facilities, roads, and landfills) and acquisition of land, equipment and vehicles and other personal property.

**§ 19-4. Estimates of expenses and income.**

~~The various Town boards, officers and committees charged with the expenditure of Town money shall, not later than the 15th of December in each year, file with the Clerk of the Finance Committee detailed estimates of the amounts deemed necessary for the administration of their respective board, office or committee for the ensuing fiscal year, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding year. They shall also file estimates of all probable items of income which may be received by them during the ensuing year in connection with the administration of their board, office or committee. One month prior to the 15th of December in each year, for all Town boards, officers and committees under the jurisdiction of the Select Board, the Town Manager shall submit to the Select Board detailed estimates of the amounts deemed necessary for the administration of all such boards, offices, or departments for the ensuing fiscal year, including both capital and expense items. The Town boards, officers and committees under the Select Board's jurisdiction shall be defined as those boards, officers and committees appointed by the Select Board in accordance with the Town's by-laws and/or state law. The budget submission should include explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding fiscal year. For each such Town board, officer, committee and department under the Select Board's jurisdiction, the Town Manager shall also, as part of the submission, file estimates of all probable items of income which may be received by them during the ensuing year in connection with the administration of each such board, office, committee or department. For the Town boards, officers, committees and departments under the Select Board's jurisdiction, the Town Manager shall submit preliminary budgets to the Finance Committee by December 15th of each year. Prior to January 15 of each year, unless another date is agreed to, the Town Manager shall review and make recommendations to the Select Board with respect to the budget requests, including both capital and expense items, and income estimates of all other Town boards, committees, offices and departments, except for the School Committee. In addition, the Select Board shall, no later than the 15th of January in each year, unless another date is agreed to, make both a capital and expense budget recommendation to the Finance Committee for the ensuing fiscal year for each Town board, officer and committee under its jurisdiction.~~

**§ 19-4. Estimates of expenses and income.**

For each Town board, officer, committee and department under the Select Board's jurisdiction, the Town Manager shall, no later than November 15, submit to the Select Board and Finance Committee forecasts of the amounts deemed necessary for the administration of their respective department, board, commission, or committee for the ensuing fiscal year, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding year. They shall also file estimates of all probable items of income which may be received by them during the ensuing year in connection with the administration of their department, board, commission or committee as well as a capital forecast for the ensuing year.

Town department heads, boards, commissions and committees, including the school department, charged with the expenditure of Town money shall, not later than the 15th of December in each year, submit to the Town Manager detailed estimates of the amounts deemed necessary for the administration of their respective department, board, commission or committee for the ensuing fiscal year, with explanatory statements of the

reasons for any changes from the amounts appropriated for the same purpose in the preceding year. They shall also file estimates of all probable items of income which may be received by them during the ensuing year in connection with the administration of their department, board, commission or committee.

Prior to the end of each calendar year, unless an alternate date has been mutually accepted by the Finance Committee, the Town Manager shall submit to the Finance Committee a preliminary operating budget with budget requests, including both capital and expense items, and income estimates of all Town boards, committees, offices, and departments, including the school department. The budget submission should include explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding fiscal year.

#### **§ 19-10. Revolving funds.**

D. In connection with the annual Town budget cycle, the entity authorized to spend each fund shall submit to the ~~Finance Committee~~ Town Manager and Finance Director an estimated end-of-year balance for the current fiscal year and a revenue and expense plan for the upcoming fiscal year.

**FINANCE COMMITTEE COMMENTS:** Passage of this article will amend Sections 19-2, 19-4 and 19-10 of Chapter 19 – Finances of Town Code to be congruent with the Select-Board-Town Manager Act (Chapter 33 of the Acts of 2022).

Section 19-2 of Chapter 19 is being amended to comply with the Select-Board Town Manager Act and to change modestly the process. Sections 6 (b) & (c) of Select-Board Town Manager Act state the Town Manager, not the Finance Committee will prepare the operating and capital budgets and five-year capital plan. The revised language makes that change. It also clarifies that the Finance Committee will review the proposed budgets and present its recommended operating and capital budgets to Annual Town Meeting (ATM). It will also include its recommendations for the five-year capital plan in its report to Annual Town Meeting. “Omnibus operating budget” is being replaced with “operating and capital budgets” – which define it.

Section 19-4 of Chapter 19 is being amended to comply with Section 6 (b) Town Manager Act and to read more clearly and in chronological order. In the first paragraph, “budget” is replaced with “forecasts” to be consistent with current practice. In the second and third paragraphs, the proposed language includes the phrase “department heads, boards, commissions and committees including the school department...shall submit draft budgets to Town Manager” for review. Under current Chapter 19 code, the School Budget is not reviewed by the Town Manager; but the Select Board Town Manager Act requires this and supersedes the current language.

In the third paragraph, in compliance with the Select-Board-Town Manager Act, it is the Town Manager who assembles the budget and forwards it to the Finance Committee. To clarify, when the proposed omnibus budget is due to Select Board and Finance Committee, the phrase “by end of calendar year” has been added. Also, the phrase ‘unless an alternate date has been mutually accepted by the Finance Committee’ has been added to allow some flexibility in budget timing.

Section 19-10: Revolving Funds complies with the Select Board-Town Manager Act.

The Select Board recommends approval. Vote: 4-0-0.

**ARGUMENTS IN FAVOR:** Various sections of Town Code should comply with one another. This article brings Chapter 19-Finances into agreement with the Select Board-Town Manager Act and clarifies the budget process.

**ARGUMENTS OPPOSED:** Some may not agree with the terms specified in the proposed changes to 19-2 and/or 19-4.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 6-0-1.

**QUANTUM OF VOTE:** Majority – see Massachusetts General Laws Chapter 40, Section 21.

*For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.*

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### **Article 34. 195 Main Street – Environmental Clean Up**

*Proposed by: Select Board*

*Estimated Cost: \$250,000*

To determine whether the Town will vote to:

- a. Appropriate a sum of money, not to exceed \$250,000, to be expended under the direction of the Select Board to remediate soil contamination at 193 and 195 Main Street, Wayland, Massachusetts (“site”) and to fund further environmental investigation to determine the extent and possible remediation options for identified groundwater contamination, including any and all other costs incidental or related thereto; and
- b. determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, or by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority.

**FINANCE COMMITTEE COMMENTS:** At the 2021 Special Town Meeting, voters adopted a warrant article directing the Select Board to explore, through a feasibility study, the placement of a multi-purpose, natural grass athletic playing field at 195 and 207 Main Street (the old DPW site), Wayland, Massachusetts, including, but not limited to, lighting, drainage, landscaping, recreational amenities, irrigation, access and parking areas, and any and all other costs incidental or related thereto. Since that time, nearly all the \$50,000 authorized at the 2021 Special Town Meeting has been spent to explore the environmental condition of the property.

Investigations to date have included thorough search of property and usage records, ground penetrating radar to detect underground storage tanks and drilling 12 borings for sampling soils and as well as using 6 of the borings for groundwater monitoring. Three of the soil borings indicated soils in need of remediation due to substantial VPH (volatile petroleum hydrocarbons) and metals contamination (including barium, lead and zinc) The other 9 soil borings did not show either VPH or metals contamination. Ground water monitoring showed substantial PFAS contamination.

As required, this contamination has included filing a Massachusetts Contingency Plan (MCP) which are the MassDEP regulations that govern hazardous waste investigation, cleanup, ongoing notification, and specified timetables to accomplish these tasks. CMG, Wayland’s phase 1 environmental review engineer, has opined that the environmental conditions at the site require cleanup of the contaminated soil and that a grass playing field would be an appropriate use of the site, among other uses.

This warrant article seeks funds to accomplish the recommended cleanup of affected soils and to advance our understanding of the source, extent and implications of groundwater contamination in accordance with Mass DEP MCP requirements. A determination on possible future groundwater remediation will not be determined until this work is completed. This article is an extension of the 2021 study, which will enable the remediation of the contaminated soil.

The Select Board recommends approval. Vote: 4-1-0.

**ARGUMENTS IN FAVOR:** This is a necessary step in cleaning up the soil at the site which once completed will enable the site to be used for other purposes. This is also a necessary and required step to advance the investigation as to the source, extent and remedy possibilities for groundwater contamination.

**ARGUMENTS OPPOSED:** It is premature to spend \$250,000 on a partial clean up when the Town has yet to decide on a comprehensive plan for the property.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 7-0-0.

**QUANTUM OF VOTE:** Majority to appropriate funds under Massachusetts General Laws Chapter 40, Section 5; majority to transfer funds under Chapter 44, Section 33B; and a 2/3 vote is required to borrow per Massachusetts General Laws Chapter 44, Section 2.

*For more information, contact Town Manager Michael McCall at mmccall@wayland.ma.us.*

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### **Article 35. Completion of Feasibility Study for a Grass Field at 195 Main Street**

*Proposed by: Select Board*

*Estimated Cost: \$75,000*

To determine if the Town will vote to

- a. Appropriate a sum of money, not to exceed \$75,000, to be expended under the direction of the Select Board to complete a feasibility study for a multi-purpose, natural grass athletic play field at 195 Main Street, Wayland, Massachusetts, including, but not limited to, lighting, drainage, landscaping, recreational amenities, irrigation, access and parking areas, and any and all costs incidental or related thereto; and
- b. Determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing under Massachusetts General Laws Chapter 44 or other enabling authority.

**FINANCE COMMITTEE COMMENTS:** The Select Board is requesting up to \$75,000 of additional funds to complete a feasibility study on the placement of a multi-purpose, natural grass athletic playing field at 195 Main Street (the old Department of Public Works site).

At the 2021 Special Town Meeting, voters approved an appropriation of \$50,000 for this purpose. Since that time, most of the original appropriation has been spent exploring the environmental condition of the parcel and the feasibility of its use as a grass playing field. The initial study found that current environmental conditions warrant some cleanup but confirmed that a grass playing field could be constructed at this site.

The proposed additional funding will allow completion of the study, to include expanded information on such items as lighting, drainage, landscaping, recreational amenities, irrigation, access and parking areas, including estimated costs and potential source of project funding. It is important to note that the feasibility study for this proposed use is unrelated to the indoor sports facility noted in Article 36 concerning the same location.

The Select Board recommends approval. Vote: 5-0-0.

**ARGUMENTS IN FAVOR:** Some may believe access to services and amenities like outdoor fields supports Wayland community living and property values.

Some may believe a new athletic playing field addresses the need for playing fields within the Town.

In order to make an informed decision as to the best use of the land and its value to the community, some may feel the need for a feasibility report.

Some may prefer an outdoor playing field to the proposed indoor sports facility since it may have less traffic impact and would be visually more appealing.

**ARGUMENTS OPPOSED:** The Town has already spent close to \$50,000 over three years and has not yet received a detailed report. As a result, some may feel that continuing to spend money on reports does not guarantee a field will be built and therefore is not a prudent use of financial resources.

Considering site contamination (see Article Environmental Clean-up at 193/195 Main Street), some may feel the timing is not appropriate to fund a study without understanding the cleanup requirements and anticipated timing needed first.

If the Select Board chooses to further evaluate the indoor sports facility through a feasibility study, some may believe the Town should not have both feasibility studies moving forward at the same time.

Some may also be concerned that noise, traffic, and/or lighting associated with an outdoor playing field could impact neighbors negatively.

**RECOMMENDATION:** The Finance Committee recommends against this article. Vote: 0-7-0.

**QUANTUM OF VOTE:** Majority to appropriate funds under Massachusetts General Laws Chapter 40, Section 5; majority to transfer funds under Chapter 44, Section 33B; and a 2/3 vote is required to borrow per Massachusetts General Laws Chapter 44, Section 2.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

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### **Article 36. Resolution for Determining Use of 193-207 Main Street**

*Proposed by: Select Board*

To determine if the Town will vote to adopt the following non-binding resolution:

WHEREAS, the Town owns the property located 193-207 Main Street, which was formerly used for public works functions;

WHEREAS, the 193-207 Main Street site is adjacent to the Wayland Middle School, within the Cochituate neighborhood, and has no formal designated Town use;

WHEREAS, the 193-207 Main Street site and Town would benefit from substantial improvement at the site, including proper stormwater mitigation engineering solutions;

WHEREAS, the Wayland Recreation Department manages on behalf of the Town very limited indoor recreation space, which is insufficient to meet the needs of Wayland residents; and

WHEREAS, it is the role of the Wayland Select Board to determine the highest and best use of municipal property;

NOW THEREFORE BE IT RESOLVED THAT:

The Town of Wayland, through its respective boards and committees, led by its Select Board, should explore the potential for expanding recreational facilities for residents while repurposing and ideally generating income for the Town through the development of a multi-generational, multi-use indoor recreation facility at 193-207 Main Street. Any exploratory efforts would include the potential for the development of a facility that would allow for the construction, management, and maintenance of the facility without the use of local tax dollars. Subsequent to such exploratory efforts, and if appropriate, the Select Board should consider sponsoring an article at a future town meeting to seek authorization to lease 193-207 Main Street to an appropriate third party for the use outlined above via a proper request for proposal process.

**FINANCE COMMITTEE COMMENTS:** This article, submitted by the Select Board, seeks Town Meeting's approval of a non-binding resolution encouraging the Select Board to evaluate the potential to

create a multi-generational, multi-use indoor recreation facility at 193-207 Main Street. The intent is to repurpose a now vacant property to serve residents' needs.

For the Select Board to consider a private partner via public procurement, the Town must first demonstrate a desire to move this underutilized and environmentally challenging site forward to the development stage. The goal of a future project would be to fit within the fabric of the Cochituate neighborhood, be a good partner to the Wayland Public Schools and complement the Middle School facility as well as provide services desired by residents.

The 193-207 Main Street property housed the headquarters for the Department of Public Works (DPW) until that department moved to a new facility in 2015. The "old" DPW building remained on the Main Street site until 2018 when it was demolished. Since then, the 6.7-acre property, which is located in a residential zone, has remained vacant and the mostly paved surface has been used for storage and overflow traffic heading to the Middle School. This property is currently under the care, custody and control of the Board of Library Trustees, the Recreation Commission and the School Committee. Depending on its future use, care, custody and control may need to be transferred to the Select Board which would require a two-thirds vote at a future Town Meeting.

In 2024, the Select Board was approached by a group of Town residents who proposed the development of a multi-purpose indoor sports facility. According to the project's proponents, the envisioned not for profit facility would be flexible-use and built to accommodate a range of intergenerational sports and recreation activities, possibly including basketball, indoor soccer, and volleyball for youth teams and pickleball courts, exercise classes, and a walking track for adult use.

Project proponents cite recent examples in neighboring communities as evidence that the Town could leverage ownership of this site to invest non-tax dollars into the property to build a multi-use indoor recreation facility for the benefit of residents. Nearby communities, including Wellesley of late, have constructed privately funded indoor facilities on municipal property via long-term lease agreements. These indoor recreation buildings serve a range of ages and draw Wayland and other towns' residents to them, at their travel time and access fee expense.

The project proponents assert that funds to construct and manage the facility possibly could be raised privately and the facility could be made available to Wayland residents at attractive rates. Residents could benefit from having access to a local facility that could serve a range of recreation needs on a year-round basis.

Since the proposing group approached the Select Board, the Board has hosted two public forums, in October of 2024 and February 2025, to engage the public and consider alternate uses for the property. Various uses have been considered for this site including: selling the land for private use; passive recreation (a park); a natural grass playing field (likely 7v7 or 9v9 size); a teen center; or leaving the property as-is (post environmental clean-up) to reserve the site for a future use such as expansion of the Middle School. (This non-binding resolution is independent of Article 35. Completion of Feasibility Study for a Grass Field at 195 Main Street.)

If a recreation facility were to be pursued, zoning changes likely would be required. The Zoning Board of Appeals (ZBA) would need to review and issue a special permit for a non-profit membership club. Alternatively, a ZBA variance likely would be pursued for a for-profit or non-profit commercial use. Any necessary changes to the Town's zoning by-law to allow these types of uses would require a two-thirds vote at a future Town Meeting.

Recent studies by the Town have identified environmental challenges at the property. Notably, remediation of contaminated soil and review of remediation options for contaminated groundwater must be done regardless of the future use of 193-207 Main Street. (Environmental clean-up of the site is addressed in Article 34: Environmental Clean-up at 195/197 Main Street.) The scope, cost and timing of future groundwater remediation will be determined by the above noted clean-up project and possibly could be



impacted by the Town's plan for water delivery (i.e., exclusively MWRA or dual-source - Town well / MWRA - approach).

The Select Board recommends approval. Vote: 4-0-1.

**ARGUMENTS IN FAVOR:** There is no cost to this non-binding resolution. At this stage, a non-binding resolution would simply encourage the Select Board to explore the potential for creating a multi-generational, multi-use indoor recreation facility at 193-207 Main Street. If such a facility appeared viable and best-use of the property, at a future date, Town Meeting would vote on a feasibility study and/or long-term lease with a private entity tasked with building a facility, as well as likely vote on any required zoning changes.

Initiating exploration of a multi-generational, multi-use facility at this Town meeting allows for a faster timeline to potentially make such a facility available to the public. Waiting until after environmental remediation is completed would set back any project by at least another year.

There is considerable demand for athletic facilities by Wayland youth and adult athletes and fitness enthusiasts. Having a facility in Town would allow residents easy and potentially more reasonably priced access to year-round training and recreational activities.

Wayland's support of an amenity like an all-season athletic facility could contribute to the Town's sense of community living and property values.

The location of the facility would be a benefit for the local businesses as users of the facility would be within walking distance of a number of the shops and restaurants.

**ARGUMENTS OPPOSED:** Some claim that considering uses for the 193/207 Main Street property prior to completing environmental clean-up is premature and are concerned with the operational and environmental liability risks of a public/private partnership, particularly since the Town might retain ownership of the land and potentially share any related-liability.

Some who support the idea of a multi-generational, multi-use facility would prefer to see it located elsewhere in Town, e.g., in Town Center or on the recreation land at the Greenways.

Some have voiced concerns about potential zoning challenges as well as parking issues and increased traffic at an otherwise busy entrance to the Middle School.

Some say that other uses of the property are preferable (e.g., a field, park, or remaining a vacant paved lot for a different potential future use like school expansion). They would also like to see financial forecasts for a privately-managed endeavor.

Some may argue that seeking a non-binding resolution at Town Meeting where attendance typically includes less than 5% of the Town's voters or sparsely attended public forums, is not a true measure of the residents' interest in any given venture. A survey like the one conducted for the Route 20 corridor (see Article 20: Amend Zoning Bylaw to Add Pre-Order Pick-up Window Overlay District), where there were 1,500+ respondents, would provide the Select Board a better sense of residents' preferences.

**RECOMMENDATION:** The Finance Committee recommends approval. Vote: 2-1-2.

**QUANTUM OF VOTE:** Majority.

*For more information, contact Town Manager Michael McCall at [mmccall@wayland.ma.us](mailto:mmccall@wayland.ma.us).*

## APPENDICIES

### **APPENDIX A: The Moderator's Rules and Regulations Governing Wayland's Town Meetings**

The following information may help you to participate fully in Wayland's town meetings, which have been held each year since 1639:

#### **I. THE WARRANT**

This booklet, which includes the Warrant for Wayland's Annual Town Meeting or Special Town Meeting, if called, was compiled by the Select Board and served upon all residents by mail and by posting in accordance with applicable provisions of the Code of the Town of Wayland. It contains the agenda of the subjects to be acted upon (articles), including the omnibus budget proposed (if this is an annual meeting), the report and recommendations of the Finance Committee, and additional information concerning the finances and administration of the Town to help us formulate our votes.

No action of this Town Meeting will be valid unless it shall have been taken under an article set forth in the Warrant.

Each article will be considered in the order in which it appears in the Warrant, unless the meeting shall have voted to do otherwise by a TWO-THIRDS vote.

#### **II. THE VOTERS**

- A. All residents of Wayland, who have been duly registered as voters, are urged to attend, participate, debate, and vote at all annual and special town meetings subject to laws of the Commonwealth of Massachusetts, the Bylaws of the Town, and these rules and regulations.
- B. The Town Manager, Assistant Town Manager, Town Counsel, Police Chief, Fire Chief, Finance Director, Director of Public Works, Public Buildings Director, and Superintendent of Schools, shall have the right to attend and sit on the floor of town meetings, but they shall not be considered in determining the presence of a quorum unless they are registered voters of the Town. See paragraph IV.B.3 below.
- C. All other persons, including members of the press, may attend and observe Wayland's town meetings so long as they remain seated in the special section reserved for non-residents, unless the Moderator shall have authorized them to sit among the registered voters.
- D. A registered voter may bring his or her child(ren) to sit among the voters so long as the child(ren) sit(s) quietly beside his or her parent at all times. All parents bringing children shall be responsible to see that all children maintain social distancing and other health related requirements of the meeting.

#### **III. THE MODERATOR**

The Moderator is elected by ballot for a three-year term at the annual election of town officers to preside at all Town meetings during her term of office and is authorized by state law to regulate the proceedings, decide all questions of order and make public announcement or declaration of all votes, subject to the Bylaws that Wayland has enacted to regulate the proceedings of Town meetings. The Moderator, as part of her statutorily authorized ability to regulate Town meeting proceedings, reserves the right to amend, alter, and/or waive any portion or all of these Rules, as the circumstances warrant, in the interest of fairness to all parties.

All rulings of the Moderator are final.

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#### IV. THE MEETING

##### A. The Call to Order

1. The Moderator will call the Annual Town Meeting commencing on April 7, 2025, to order at 6:45 p.m., or other time or date as determined by the Select Board or the Moderator acting under Massachusetts General Laws Chapter 39, Section 10A, or as soon thereafter when the Town Clerk has determined that a quorum of one hundred (100) registered voters has been checked into the meeting.
2. The Moderator will announce the number of each article about to be considered and invite a motion thereunder; the Moderator may omit the reading of the articles, unless a MAJORITY of the meeting shall vote otherwise. The Moderator may in the alternative allow or invite the moving party to read the motion under the article.

##### B. To Address the Town Meeting

1. No person may address a town meeting unless and until the person has been recognized by the Moderator. All persons shall, at the request of the Moderator, be silent.

2. All persons, who wish to be recognized, shall approach one of the three microphones placed at the front of the meeting or in front of their section, if more than one set of microphones are installed, which most closely reflects the purpose for which they seek recognition:

a. The Procedural Microphone (in the middle) will be available to those who have been recognized by the Moderator and wish

to offer:

- i. The main motion under the article being considered and a presentation in support thereof;
- ii. The principal presentation in opposition to the main motion. See paragraph IV.C.2.b, below;
- iii. An amendment to a main motion;
- iv. A question seeking information concerning the motion or other matter then under discussion, or guidance from the Moderator as to procedure, including a point of order;
- v. An answer to a question seeking information; and
- vi. A point of order or procedural motion, such as:
  - A. a motion to terminate debate;
  - B. a motion challenging the Moderator's declaration of a vote;
  - C. a motion questioning the presence of a quorum;
  - D. a motion to adjourn; and
  - E. a motion to limit or extend the time of debate (see IV C 8 below).

b. The "Pro" Microphone will be available to those persons recognized by the Moderator who wish to speak in support of a motion on the floor.

c. The "Con" Microphone will be available to those persons recognized by the Moderator who wish to speak in opposition to a motion on the floor.

The Moderator will normally recognize those persons, who are standing behind or seated near each microphone in a single file, in the order of their entry into that file, alternating between the Pro and the Con microphones, but reserves the right to recognize any person at any time, including a person who has not approached a microphone, a person who

has mobility issues, or a person who has risen to a point of order. Any person whose remarks are not consistent with the purpose of the microphone that the person has been permitted to use, shall yield the floor upon request of the Moderator.

3. Those individuals granted the right to sit on the floor under Section II B above, if non-residents, shall have the right to answer factual questions, but they do not have the right to vote or enter debate unless they are registered voters of the Town.

4. If a person who has not registered to vote, seeks permission to address the meeting, the Moderator will ask whether there are any objections. If there are any, she will immediately call for a vote. If the majority shall vote to hear the non-resident, the Moderator will give the non-resident the floor.

C. The Debate

1. When you have been recognized by the Moderator, address the Chair as follows: "Madame Moderator, I am (Name) of (Street Address)." Then proceed as follows:

- a. "I move that . . .";
- b. "May I ask you . . .";
- c. "May I ask through you (then state the question which you want a board, official, or previous speaker to answer); or
- d. "I rise to a point of order."

2. Once you have been recognized, you may offer any motion, amendment, argument, comment, suggestion, or question relevant to the article then under consideration, unless the Moderator shall have authorized debate or invited comments upon subjects not listed in the Warrant; but:

a. Any person who wishes to offer the principal presentation in support of the main motion under an article, must so notify the Moderator prior to the session at which that article is called and complete the same within seven (7) minutes, or less, and yield the floor. A light, if available, will warn you to conclude your remarks and yield the floor during the final minute. The Moderator may divide the time if more than one person indicates a desire to make a presentation in support. The aforesaid seven-minute limit does not apply to the principal motions under the omnibus budget article.

b. Any person wishing to offer a presentation in opposition to the main motion under an article must so notify the Moderator prior to the session at which that article is called and complete the same within the time used by the proponent, or within three (3) minutes, whichever is longer, and yield the floor. The same one (1) minute warning light if available will warn you to conclude your remarks. The Moderator may divide the time if more than one person indicates a desire to make a presentation in opposition.

c. All other persons who wish to address the Town Meeting shall, when recognized, complete their remarks in two (2) minutes, or less, unless extended by leave of the Moderator and yield the floor. The same one (1) minute warning light if available will be turned on when you have used up the first minute.

d. A speaker may be interrupted only by a question of privilege, a point of order, a request that the speaker speak more clearly, or by the Moderator.

e. When the speaker has completed their motion, question, or remarks, the speaker relinquishes claim to the floor.

f. The Moderator will rule or take other appropriate action on any generally recognized incidental, subsidiary, or privileged motion.

3. Abbreviated Presentation Procedure. With notice to and leave of the Moderator any person making a main motion under an article may present that motion under the Abbreviated Presentation Procedure. Under this procedure:

a. The motion must be presented in or be substantially consistent with the words of the Article as printed in the Warrant, and without making further presentation in support of that article. The Moderator may allow minor or editorial variation from the words of the Article as printed in the Warrant.

b. The Moderator will ask if anyone wishes to speak in opposition to the motion or if anyone has a question regarding the motion.

c. Should there be a question, the questioner will be permitted to state his or her question and the presenter of the motion will be permitted to answer that question.

d. Should any individual state that he or she is opposed to the motion, or if the Moderator determines that the questions are of significant depth or importance, the presentation and debate will revert to the normal course as set forth in these Rules.

4. If you have a question concerning the legality or propriety of the proceedings, you may approach the Procedural Microphone and address the Moderator without waiting to be recognized, saying: "Madame Moderator, I rise to a point of order." When you have been recognized, you must state the reason for your point, which may include that a motion is beyond the scope of the article under consideration, that the person who has the floor is not addressing the merits of the motion, or that a quorum is not present. The Moderator will then rule on the point and the Moderator's ruling is final.

5. If you wish to offer a motion within the scope of the article under consideration, follow the procedure outlined under paragraph IV.B. and C., above.

a. If your motion is the main motion, you must then declare that it is identical word-for-word with the substantive portion of the article printed in the Warrant which is then under consideration or describe the substantive differences in wording between the article and the motion; otherwise, the Moderator will permit no debate or action upon your motion. If your main motion is visually available to a reasonable extent throughout the hall, you may dispense with the description of substantive differences, unless directed to do so by the Moderator.

b. If you plan to offer a main motion that contains more than twenty-five (25) words and differs significantly from the article printed in the Warrant such that in the view of the Moderator, the assembly may be confused, you must first print and distribute a copy thereof to those attending the session of Town Meeting at which said motion is presented.

c. A motion or an amendment of a motion that exceeds ten (10) words in length may be presented to the assembly only after it has been offered in writing to and accepted by the Moderator. The aforesaid requirement does not apply to main motions which are addressed by the immediately preceding subsection.

d. A motion that is not identical word-for-word with the substantive portion of the article printed in the Warrant then under consideration will not be accepted, unless the Moderator shall determine that said motion is within the scope of the article; i.e., that it does not change the substantial character of the proposal described in that article or would not further restrict, if passed, the liberties of the residents of Wayland than the proposal set forth in the article.

e. The Moderator will accept no motion proposing a layout, taking, acceptance of gift, purchase, sale, lease, or rezoning of land, unless the article under which the motion is offered contains a running description of the land in question, a description by metes and bounds, or a reference to a plan suitable for recording that is available for public inspection at the office of the Town Clerk, the Town Surveyor, the Planning Board, or another place to which the public has access during normal business hours.

f. The Moderator will accept no motion to appropriate and/or expend a sum of money, which exceeds the estimated cost set forth in the article then under consideration by fifteen (15%) percent, except for motions under the omnibus budget article and motions under a supplementary budget article that contemplates the appropriation of additional money for the current fiscal year to augment monies previously appropriated and proposes to fund such appropriations by transfer from unappropriated funds, funds appropriated for another purpose, or from funds received by the Town as grants or gifts.

g. The Moderator will accept no motion that in the Moderator's view would eviscerate or be completely opposite of the motion under the Article under consideration such that in the view of the Moderator the meeting would be confused.

h. The Moderator may rule on your motion, even if no one has risen to challenge that motion by way of a point of order.

6. You will not be recognized to speak on the merits of a motion if you have already spoken three times on its merits, but you may be recognized to answer a question put by another or to raise a procedural issue with respect to that motion.

7. Wayland's practice with respect to some common subsidiary motions is generally as follows:

a. Subject to the limitations set forth above, you may amend a motion by moving to add and/or delete words to and/or from the main motion or by substituting a new motion therefor; but the Moderator permits no more than two amendments to a main motion at a time. A motion to amend is debatable and requires only a MAJORITY vote, even though the main motion may require a TWO-THIRDS vote.

b. You may move to refer a matter for further study, if your motion identifies the official or committee who shall conduct such study, how it shall report, when and to whom. In the event that you wish to establish a new committee for this purpose, the motion must specify the number of members who shall serve and who shall appoint them. A motion to refer is debatable, may be amended, and requires a MAJORITY vote.

c. You may move to advance or postpone to a time certain within the then current session of the meeting consideration of an article listed in the Warrant. Such a motion is debatable, may be amended, and requires a TWO-THIRDS vote.

d. You may move to lay an article on the table ("table"). Such a motion is NOT debatable or amendable and requires a TWO-THIRDS vote. A motion to remove such article from the table is also NOT debatable or amendable and requires a TWO-THIRDS vote.

e. You may ask the Meeting to take no action under an article by moving "that the article be passed over." Such a motion may be deemed a substitute for the main motion, is debatable, may not be amended, requires a MAJORITY vote, and serves to dispose of the article under consideration.

8. Unless extended or limited as hereinafter allowed, upon the expiration of forty-five (45) minutes after the main motion under any article shall have been seconded, or put before the meeting by the Moderator, unless extended by leave of the Moderator, the Moderator will terminate debate thereon, unless the Town Meeting shall have either voted by majority vote to extend, or by 2/3 vote to limit, the time available for further debate. The time needed to count the vote(s) upon the motion(s) under the article will not be included in the total time. The aforesaid time limit does not apply to debate under the omnibus budget article.

9. Although the Moderator has absolute authority to regulate the proceedings at town meetings, debate under a motion can be terminated by a TWO-THIRDS vote of the Town Meeting. Therefore, if you believe that debate under a motion has gone on long enough, approach the Procedural Microphone, and, when you have been recognized, make a motion to terminate debate (move the previous question). If your motion receives a second, the Moderator may, but need not, defer the termination of debate for a reasonable time to permit both sides of the issue to be heard. If a motion

to terminate debate carries by a TWO-THIRDS vote, the Moderator will put the previous motion under consideration to a vote without further debate, but if the motion does not carry by a TWO-THIRDS vote, the Moderator will permit debate to continue.

10. If an article of the Warrant has been acted upon and disposed of, a motion to reconsider the article may be made at any time if the Moderator determines that the person offering the motion discloses **significant new information** to the Town Meeting concerning said article, which existed but had not been disclosed or made available to the Meeting when the motion under that article was debated, and the Moderator thereupon explains why such information satisfies the foregoing criteria; provided however, the debate and action on the motion shall be deferred until all other articles have been disposed of. In any event, a TWO-THIRDS vote shall be required for approval of a motion to return to an article.

#### D. The Vote

Before calling for a vote, the Moderator will usually repeat the motion under consideration (as the motion may have been amended), unless it is substantially identical to the article:

1. Consent Calendar: The Moderator may allow use of a Consent Calendar that groups together a number of articles for a single vote. Only subjects which past experience suggests are non-controversial and routine are eligible for inclusion on a Consent Calendar because the purpose is to move the articles without questions or debate. There may be more than one Consent Calendar utilized at any Town Meeting if the Moderator believes implementing additional Consent Calendars will make Town Meeting time more productive. A motion for a Consent Calendar may be moved by any person who has been recognized by the Moderator. Under this procedure:

a. After the motion for a Consent Calendar, the Moderator will call out the number of each of the articles, one by one.

b. If any voter has doubt about passing any individual article, wishes an explanation of any article included in the Consent Calendar, or has a question, the voter should say the word "HOLD" in a loud voice when the Moderator calls the article number. The article will then be dropped from the Consent Calendar and restored to its original place in the Warrant to be brought up, debated, and voted on in the usual way.

c. When it is time to address a "held" article, the Moderator will ask if there is a question about the article. If the person who "held" the article wishes to pose a question, that person shall come to the Procedural Microphone and ask the question. If there is someone present who can answer the question, that person should proceed to the Procedural Microphone and answer the question. If no one can answer the question, the article's sponsor shall present the Motion on the article and the town meeting shall proceed on this article in the usual way.

d. If the person who asked to hold the article poses a question and is satisfied with the answer provided, the Moderator shall ask Town Meeting if there are any other questions on that article. If there are none, at the Moderator's discretion, Town Meeting may proceed directly to vote on that article, or the Moderator can inform Town Meeting that the article shall be presented in the Abbreviated Presentation Procedure, as found in IV.C.3 above, or the article shall proceed in the usual way.

e. It is preferred that voters remove articles from the Consent Calendar only in cases of genuine concern. The Moderator reserves the right to override any "hold" request if, in her estimation, the "hold" request is unnecessary, or the purpose of the "hold" request is to undermine the Consent Calendar process.

2. In the event that electronic handset voting equipment shall have been made available for use by voters at any Annual or Special Town Meeting, all votes shall be taken by secret ballot using such equipment, unless the Moderator shall decide otherwise for reasons she shall state publicly. When calling for an electronic vote, the Moderator will ask voters to press the number "1" if they wish to vote "aye" or the number "2" if they wish to vote "no." In the event that a voter wishes to abstain, the voter may (but need not) press "3." Voters may change their mind as many times as they wish, but the last vote recorded upon the expiration of thirty seconds, or other time as indicated by the Moderator, will

count. Any voter who believes that their keypad is not functioning properly or is failing to record their vote accurately should proceed to the designated help desk. If a vote is in progress, the voter should raise their hand; if seen by the Moderator, the Moderator will dispatch help desk staff to examine the handset for any defect. If it is determined by help desk staff that the handset is defective, the voter will be offered a paper ballot and pen or other writing instrument to record their vote on that question and will be provided with another handset for the next vote. Such paper vote shall be promptly relayed by help desk staff to the Moderator.

a. If a voter cannot, or does not wish to, use the electronic handset offered by the Checkers, the voter will be directed to sit in a special section reserved for those who will not be using an electronic handset to vote. Whenever the Moderator shall call for a vote, tellers will provide a ballot to each voter in the special section(s), collect those ballots within thirty seconds, and deliver them to the Moderator. The Moderator then will add the total of the ballots to the vote received electronically and announce the vote on the motion before the meeting.

b. Each person receiving a handset must retain and use only that handset until turned in at the help desk, given to a teller or turned in at the end of the session. No person may lend or give that handset to another person, nor may any person vote with a handset originally given to another.

Voters with handsets may retain them if they wish to leave the room for any reason, but they must hand their handset to an exit attendant if they plan to leave the building.

3. In the event secret paper ballot voting is employed, when it is time to vote, the Moderator will instruct the voters to approach the front of the room where Town Meeting is taking place and present their voter card to one of the “counters.” A counter will “check” each voter card with a color-coded mark for every vote the voter participates in. The counter will then give each voter a Yes/No slip with the voter card. The counter will direct each voter to a second table, where the voter will place either a “yes” or “no” slip, indicating the vote on the matter at hand, into a clearly marked “Ballot” box. Each voter will discard the unused slip into another “Discard” box. Each voter will then return to their seat.

Once all the voters have voted, the counters will turn all the ballot boxes over to the Town Clerk. The counters will count the ballots and the Clerk will record them on a Paper Count Summary sheet. The Moderator will announce the vote.

In the event you are unable to walk to the front of the room where Town Meeting is taking place to cast a vote, please raise your hand. A counter will come to you, check off your voter card and provide you with a Ballot box and a Discard box.

There is no recount provision for paper-count votes.

4. In the event a voice vote is employed, the Moderator will first ask all those in favor to say, “Aye.” She will then invite those opposed to say, “No.” If the Moderator is in doubt as to whether the motion has carried, she may call for another voice vote, or may ask those in favor to stand and be counted, before she asks those opposed to stand. Sometimes, the Moderator will reverse this procedure before announcing the vote.

5. If the Moderator is still in doubt, or if seven (7) or more voters shall immediately question a voice or an uncounted vote taken by non-electronic means, the Moderator will call for the tellers to help her take a standing counted vote – two tellers for each section of the hall so that they may check each other’s results. The Moderator will then repeat the motion and say, “All those in favor will rise and remain standing until counted.” When the count has been completed, the Moderator will ask those who are opposed to stand and be counted. As soon as each team of tellers has agreed upon the count in their section, they will be asked to report the number of voters they have counted from the Procedural Microphone. When all of the tellers have reported, the Moderator will declare the vote and her declaration of the vote to be final, unless clear and convincing evidence shall have been submitted to the Moderator that fraud, errors by of one or more tellers, or some other irregularity has affected the accuracy of the vote count just completed, in which event the Moderator will repeat the standing counted vote procedure outlined above.



6. If a vote taken by electronic means is questioned by seven (7) or more voters, the Moderator will audit the vote by choosing a set of voters to come forward and present their handsets in turn to the Town Clerk, who will compare the vote shown on each handset with the vote received by the Electronic Voting System for that handset. If the audit is less than fully accurate, the Moderator shall discard the electronic vote and call for a standing counted non-electronic vote under the previously set out procedures.

7. In the event that the law requires a vote of TWO-THIRDS or more to carry a motion acted on by non-electronic means, the Moderator will normally ask whether there is unanimous support for the motion, but if there is no such support, she will take a standing count vote. If the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative, the Moderator may by hand vote determine that the TWO-THIRDS majority was met.

8. If a TWO-THIRDS vote is required to carry a subsidiary or procedural motion, such as a motion to terminate debate ("move the previous question"), and the vote is not to be taken by electronic means, the Moderator need not take a count, even though the voice vote upon such motion was not unanimous, if the Moderator shall have perceived that more than TWO-THIRDS of the voters voted in the affirmative. The Moderator shall then declare that such motion has carried and the Clerk shall record such declaration together with a note that there was "a scattering of nos."

#### E. Adjournment

1. If you wish to adjourn a session of the Town Meeting before all of the articles have been disposed of, you must specify the date and time when the Meeting shall resume. Such motion may be made at any time, is debatable, may be amended, and requires a MAJORITY vote; provided, however, that the Moderator will permit no such motion if it shall be offered after debate shall have been terminated upon a pending motion until the final declaration of the vote taken upon the motion then under consideration.

2. Each session of a Town Meeting shall be adjourned by the Moderator (a) at 10:30 p.m., or as soon thereafter as the Meeting has disposed of the article then under consideration or postponed action thereunder, or (b) to adjourn at another time.

3. No motion to dissolve the Town Meeting (to adjourn sine die) is in order until every article shall have been duly considered, acted upon, and declared as disposed of.

#### V. QUESTIONS

In the event that you have a question concerning the conduct of the meeting or the status of any motion being considered, or you need further information to cast your vote, you are invited to approach the Procedural Microphone and address your question to the Moderator as soon as you have been recognized.

#### VI. MISCELLANEOUS RULES

Residents of the Town of Wayland may, with the prior permission of the Moderator, place and/or post documents intended and designed to inform and influence the action of voters at town meetings on the tables and wooden walls located behind and on either side of the tables occupied by the checkers at the entrance of the room where Town Meeting is to occur, and each other venue where town meetings are conducted, so long as said documents are relevant to any of the articles set forth in the Warrant.

The Select Board, the Chief of Police, the Chief of the Fire Department, and other town officers and employees may also be permitted by the Moderator to post and place documents pertaining to the safety of the public in the aforesaid locations.

Thank you for joining us to do our Town's business.

Miranda S. Jones, Moderator  
April 7, 2025

## MODERATOR'S SUPPLEMENTAL RULES FOR TOWN MEETING SLIDES

Three types of slides are acceptable for visual display when speaking before Town Meeting:

1. Motion slides
2. Amendment slides
3. Illustrative slides

A Motion slide is displayed when presenting a Main Motion and can be displayed when presenting an Amendment to a Main Motion. A Motion slide:

- shall be presented in the “standard motion format”
- shall be limited to one page unless approved by the Moderator
- shall include the Article number, Warrant page #, Quantum of Vote, Article Title, Proposer, and Estimated Cost in the Header
- shall present the Header text in 20-point Arial font
- shall present the full text of the Motion in 18-point Arial font
- is requested for both Board-sponsored and Petitioner-sponsored articles
- shall be submitted in Word Document format to the Select Board's Office

At the Moderator's discretion, an Amendment slide may be created during Town Meeting by Town Meeting personnel digitally photographing a sheet of paper bearing an Amendment in legible handwriting, or in text printed in 18 point font. The text of an Amendment can optionally be submitted in Word Document format to the Selectmen's Office 3 full business days prior to the first session of Town Meeting for review and approval by the Moderator.

One or more Illustrative slides accompanying an Article, Main Motion or Amendment may be displayed during a speaker's presentation. An Illustrative slide shall:

- contain pictures, charts, maps, or diagrams that enable voters to better understand a Motion or Amendment
- not restate the language contained in the Motion or found in the text of the Article
- employ text only for the purpose of labelling graphical elements only
- be submitted in JPG or PowerPoint format

All Motion and Illustrative slides:

- shall be submitted to the Select Board's office no later than 3 full business days prior to the first session of Town Meeting
- will be reviewed by the Moderator for relevance, value, and compliance with the above requirements; submitters will be notified of approval or rejection
- shall be removed from the screen when the speaker concludes their presentation

During the meeting, the audiovisual system operator will display approved slides at the speaker's direction. Under no circumstances will the use of slides or any other audio/visual device extend the speaker's time.

## APPENDIX B: Wage & Classification Plan and List of Town Positions (FTEs)

### NON-UNION WAGE SCALE, N SCHEDULE

Effective: July 1, 2025

3.4% market adjustment - 2.5% cost of living increase

Grade	1	2	3	4	5	6	7	8	9	10
N-1	50,334	51,845	53,400	55,002	56,649	58,349	60,103	61,904	63,759	65,674
N-2	54,771	56,412	58,106	59,848	61,647	63,495	65,398	67,360	69,383	71,463
N-3	55,320	56,976	58,688	60,448	62,265	64,133	66,056	68,032	70,075	72,176
N-4	60,197	62,002	63,861	65,774	67,749	69,783	71,218	74,032	76,251	78,540
N-5	66,093	68,078	70,118	72,220	74,390	76,621	78,501	81,286	83,725	86,237
N-6	72,571	74,749	76,989	79,299	81,677	83,279	86,654	89,253	91,930	94,689
N-7	79,684	82,074	84,533	87,071	89,686	92,375	95,145	97,998	100,941	103,967
N-8	87,492	90,117	92,819	95,605	98,469	101,428	104,468	107,604	110,829	114,158
N-9	102,190	104,839	107,581	110,611	113,931	117,348	120,866	124,495	128,188	131,980
N-10	105,482	108,645	111,905	115,263	119,419	121,683	125,950	130,756	133,022	137,627
N-11	115,818	119,293	122,872	126,558	130,352	134,263	138,290	142,442	146,712	151,118
N-12	121,491	125,136	128,932	132,763	136,740	140,842	145,067	150,302	153,900	158,754
N-13	127,166	130,979	134,912	138,959	143,128	147,424	151,844	158,158	161,089	166,391
N-14	139,630	143,819	148,134	152,578	157,155	161,870	166,724	171,005	176,879	182,187
N-15*										Contract

N-1	Asst. Rec Program Coord. -- PT	N-5	Sustainability Coordinator	N-9	Town Engineer
N-1	Asst. Conservation Land Mgr - PT	N-7	Financial & Management Analyst	N-10	Town Clerk
N-2	Sr. Clerk, Health -- PT	N-7	Management Analyst/Procurement	N-11	Library Director
N-2	Administrative Asst. Y/S -- PT	N-7	Desktop Support Analyst	N-11	Public Buildings Director
N-3	IT Technician	N-8	Benefits Manager	N-12	Assessing Director
N-3	Outreach Coordinator - PT	N-8	Human Resources Manager	N-13	Assistant Town Manager
N-3	Project Coordinator - PT	N-8	Network Administrator	N-13	DPW Director
N-3	Recreation Program Asst. -- PT	N-8	Recreation Director	N-13	Finance Director/Town Accountant
N-3	Human Resources Assistant	N-8	IT Business Analyst	N-13	Fire Chief
N-4	WWMD Account Specialist - PT	N-8	Sustainability Manager	N-13	Information Technology Director
N-4	Administrative Asst. -- Police	N-8	Assistant Director of Facilities	N-14	Police Chief
N-4	Administrative Asst. -- Fire	N-9	Assistant Fire Chief	N-15	Town Manager-per contract
N-5	Exec Asst. to Town Manager	N-9	IT Senior Systems Administrator		
N-5	Benefits Coordinator/HR Assistant	N-9	Police Lieutenant		

**GROUP: NON-UNION – BUILDING INSPECTORS**

Effective: July 1, 2025      2.5% cost of living adjustment

Gas & Plumbing Inspector (PT)      Wiring Inspector (PT)

Hourly    ~~\$38.00~~    **\$38.95**

**GROUP: NON-UNION SUBSTITUTE NURSES**

Effective: July 1, 2025      2.5% cost of living adjustment

Hourly    ~~\$34.23~~    **\$35.09****GROUP: NON-UNION - MISCELLANEOUS**

Effective: July 1, 2025      2.5% cost of living adjustment

Zoom Meeting Coordinator      ~~\$21.06~~    **\$21.59****GROUP: NON-UNION - PUBLIC SAFETY**

Effective: July 1, 2025      2.5% cost of living adjustment

	Annually	Per Day	Hourly
Traffic Supervisors	<del>\$9,519</del> <b>9,757</b>	-	--
Traffic Supervisor Substitute	--	<del>54.59</del> <b>55.95</b>	--
Special Police Matrons	--	--	<del>24.25</del> <b>24.86</b>
Call Firefighters	--	--	<del>24.25</del> <b>24.86</b>
Call Firefighter Coordinator	--	--	<del>25.86</del> <b>26.51</b>
Paramedic	--	--	<del>25.16</del> <b>25.79</b>
Police Custodian (PT)	--	--	<del>19.35</del> <b>19.83</b>
Police Intern	--	--	<del>15.72</del> <b>16.11</b> Minimum

**GROUP: NON-UNION - ON-CALL DISPATCHERS**

Effective: July 1, 2025      2.5% cost of living adjustment

	Year 1	Year 2	Year 3	Year 4
On-Call Dispatcher	<del>22.89</del> <b>23.46</b>	<del>23.96</del> <b>24.56</b>	<del>24.99</del> <b>25.61</b>	<del>26.03</del> <b>26.68</b>

**GROUP: NON-UNION - HOURLY LIBRARY CLERKS**

Effective: July 1, 2025      2.5% cost of living adjustment

Step	1	2	3	4	5	6
	<del>18.34</del> <b>18.80</b>	<del>19.20</del> <b>19.68</b>	<del>19.94</del> <b>20.44</b>	<del>21.12</del> <b>21.65</b>	<del>22.76</del> <b>23.33</b>	<del>23.94</del> <b>24.54</b>

**GROUP: NON-UNION - HOURLY LIBRARY PART-TIME WEEKEND PROFESSIONALS**

Effective: July 1, 2025      2.5% cost of living adjustment

Step	1	2	3	4	5
	<del>29.55</del> <b>30.29</b>	<del>30.49</del> <b>31.25</b>	<del>31.52</del> <b>32.31</b>	<del>32.57</del> <b>33.38</b>	<del>34.69</del> <b>35.56</b>

**GROUP: NON-UNION - LIBRARY PAGES**

Effective: July 1, 2025      2.5% cost of living adjustment

Year 1	Year 2
<del>15.41</del> 15.80	<del>16.18</del> 16.58

**GROUP: NON-UNION –HOURLY HEALTH WORKERS**

Effective: July 1, 2025      2.5% cost of living adjustment

Health Assistant	<del>15.41</del> 15.80
Substitute Health Clerk	<del>18.29</del> 18.75

**GROUP: NON-UNION SEASONAL – MISCELLANEOUS**

Effective: May 1, 2025      2.5% cost of living adjustment

Seasonal Laborer	<del>18.00</del> 18.45
Landfill Clerk	<del>18.00</del> 18.45

**GROUP: NON-UNION – SEASONAL – RECREATION AND SUMMER CAMPS**

Effective: Jan 1, 2025

Grade	R-1	R-2	R-3	R-4	R-5	R-6	R-7	R-8	R-9	R-10	R-11
Hourly Rate	15.00	16.25	16.50	17.00	18.00	20.00	<del>25.00</del> 21.00	<del>27.00</del> 22.00	<del>36.00</del> 27.00	<del>42.00</del> 36.00	<del>42.00</del> 42.00
R-1 Counselor		R-4 Lifeguard		R-6 Sailing Instructor II		R-8 Ski Director					
R-1 Gate Guard		R-4 Intern		R-6 Assistant Beach Director		R-9 Program Director					
R-1 Swim/Boat Instructor I		R-5 Specialist I		R-6 Specialist II		R-9 Beach Director					
R-1 Snack Bar Staff		R-5 Head Lifeguard		R-6 Camper Health Care Supervisor		R-10** Camp Nurse					
R-1 Sport Coach		R-5 Snack Bar Manager		R-7 Assistant Director		R-11 Specialist III/ Certified Referee					
R-2 Facility Monitor		R-5 Swim/Boat Instructor II		R-8 Aquatics Director							
R-3 Senior Counselor		R-5 Recreation Admin.		R-8 Water Safety Instructor (WSI)							

\*Additional \$1.00 per hour for each season of Recreation service in the same position, with no break in years of service, and upon satisfactory performance evaluation. Maximum +\$3. At the Recreation Director's discretion, a candidate may receive the years of service credit based upon prior related experience, education and/or certifications. \*\*Per union agreement.

**GROUP: AFSCME****Effective: July 1, 2025****3.4% market adjustment - 2.5% cost of living increase****Retention Steps**

STEP	1	2	3	4	5	6	7	8	15	20
<b>G-1</b>	55,451	57,297	59,217	61,189	63,226	65,332	67,508	69,756	71,499	73,287
<b>G-2</b>	57,588	59,488	61,470	63,499	65,594	67,759	69,995	72,304	74,112	75,965
<b>G-3</b>	63,559	65,636	67,782	69,999	72,287	74,650	77,090	79,610	81,601	83,640
<b>G-3A</b>	63,559	65,636	67,783	69,999	72,287	74,650	77,090	79,610	81,601	83,640
<b>G-4</b>	68,624	70,866	73,183	75,576	78,046	80,597	83,232	85,953	88,102	90,304
<b>G-4A</b>	68,624	70,866	73,183	75,576	78,046	80,597	83,232	85,953	88,102	90,304
<b>G-5</b>	74,083	76,506	79,010	81,594	84,263	87,020	89,866	92,807	95,127	97,505
<b>G-6</b>	79,960	82,581	85,289	88,085	90,973	93,955	97,034	100,216	102,722	105,290
<b>G-7</b>	87,393	90,255	93,211	96,264	99,417	102,673	106,037	109,509	112,247	115,053
<b>G-7A</b>	90,902	93,894	96,985	100,179	103,478	106,885	110,404	114,040	116,890	119,812
<b>G-7B</b>	91,296	94,288	97,378	100,568	103,863	107,267	110,781	114,410	117,271	120,202
<b>G-8</b>	95,201	98,323	101,549	104,880	108,321	111,874	115,545	119,336	122,318	125,377
<b>G-8A</b>	99,497	102,759	106,128	109,607	113,201	116,911	120,743	124,702	127,820	131,015
<b>G-9</b>	103,748	107,149	110,660	114,286	118,032	121,900	125,895	130,021	133,272	136,604
<b>G-10</b>	112,668	116,359	120,178	124,112	128,179	132,381	136,719	141,200	144,729	148,348
<b>G-15</b>	68,042	70,664	73,385	76,211	79,146	82,195	85,360	88,647	90,865	93,136

G-2	Department Assistant	G-6	Local Building Inspector	<b>G-7B</b>	<b>Water Treat/Comp Manager</b>
G-2	Dept Assistant Public Health	G-6	DPW Business Manager	G-7B	COA Director
G-2	Finance Assistant Accounting	G-6	Facilities Business Manager	G-8	Youth and Family Svcs Director
G-3	JCC Dispatcher	G-6	Assistant Recreation Director	G-8	Conservation Administrator
G-3A	Administrative Assessor	G-6	Land Use Coordinator	G-8	Town Planner
G-4	JCC Dispatcher Coordinator	G-6	Accountant	<b>G8-A</b>	<b>Asst Water Superintendent</b>
G-4A	<b>Finance Assistant Payroll Administrator</b>	G-6	Sanitarian/Health Agent	G-9	Building Commissioner
G-4A	DPW Administrative Coordinator	G-6	School Nurse Leader/CHN	G-9	Treasurer/Collector
G-4A	Assistant Treasurer/Collector	G-7	Project Manager	G-9	Heath Director
G-4A	Assistant Town Clerk	G-7	GIS Analyst	G-9	DPW Hwy/Park/TS Superintendent
G-4A	Conservation Land Mgr	G-7	Town Surveyor	G-9	DPW Water Superintendent
G-4A	Recreation Program Coordinator	G-7	Assistant Youth Dir/Clin Supr	G-15	Community Health Nurse
G-5	Assistant Assessor	G-7A	Public Health Nurse		
G-5	Clinician Y&S Services	G-7B	Waste Water Treat/Comp Manager		

**GROUP: LIBRARY**

Effective: July 1, 2025

2.5% cost of living increase

	1	2	3	4	5	6	7	8	9	10
L1	46,846	48,235	49,709	51,162	52,720	54,320	55,920	57,604	59,352	61,099
L2	50,593	52,109	53,688	55,309	56,910	58,636	60,426	62,236	64,089	66,005
L3	54,636	56,278	57,962	59,709	61,520	63,352	65,247	67,205	69,226	71,311
L4	59,015	60,783	62,573	64,489	66,405	68,426	70,447	72,574	74,742	76,995
L5	63,731	65,647	67,626	69,647	71,732	73,879	76,111	78,385	80,722	83,164
L6	68,805	70,890	73,016	75,248	77,480	79,816	82,174	84,659	87,185	89,796
L7	74,342	76,553	78,869	81,206	83,669	86,175	88,764	91,417	94,154	96,976
LC	44,887	46,572	48,193	49,962	51,793	54,215	-	-	-	-

L-1	Library Assistant – Children's	L-4	Library Administrative Assistant	L-5	Business Manager
L-2	Library Asst – Circulation	L-4	Head of Circulation	L-7	Assistant Director
L-2	Library Associate - Periodicals	L-4	Reference Librarian	LC	Custodian
L-4	Assistant Children's Librarian	L-5	Children's Librarian		

**GROUP: TEAMSTERS – DPW**

Effective: July 1, 2025

2.5% cost of living increase

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	15 Years	25 years
D1	23.36	24.64	25.91	27.16	28.42	28.98	29.27
D2	24.54	25.88	27.22	28.55	29.90	30.49	30.80
D3	25.62	27.02	28.44	29.84	31.26	31.87	32.20
D4	26.46	27.95	29.46	30.95	32.46	33.11	33.45
D5	28.47	30.04	31.62	33.21	34.80	35.49	35.85
D6	30.55	32.22	33.89	35.57	37.26	38.00	38.38
D7	32.33	34.10	35.87	37.64	39.42	40.22	40.61
M1	29.77	31.40	33.03	34.66	36.31	37.03	37.40
M2	30.56	32.23	33.89	35.76	37.26	38.01	38.39
M3	32.33	34.10	35.87	37.64	39.42	40.22	40.61

D1	Maintenance Worker	D5	Special Heavy Equipment Operator
D2	Light Equipment Operator	D6	General Foreperson
D3	Medium Equipment Operator	D7	DPW Operations Supervisor
D4	Heavy Equipment Operator		
M1	Fleet Mechanic		
M2	Fleet Maintenance Mechanic		
M3	Fleet & Facilities Operations Supervisor		

**GROUP: TEAMSTERS – DPW TRANSFER STATION AND WATER**

Effective: July 1, 2025

2.5% cost of living increase

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	15 Years	25 years
T1	25.62	27.02	28.44	29.84	31.26	31.87	32.20
T2	26.46	27.95	29.46	30.95	32.46	33.11	33.45
T3	28.47	30.04	31.62	33.21	34.80	35.49	35.85
T4	32.33	34.10	35.87	37.64	39.42	40.22	40.61
W1	28.86	30.44	32.04	33.64	35.23	35.92	36.29
W2	30.55	32.23	35.05	36.71	37.24	37.98	38.36
W3	34.38	36.25	38.10	39.98	41.91	42.75	43.17
W4	35.18	37.11	39.04	40.97	44.04	44.92	45.37

T1	Transfer Operator	W1	Water Worker 1
T2	Transfer Heavy Equipment Operator	W2	Water Worker 2
T3	Transfer Special Heavy Equipment Operator	W3	Water Worker 3
T4	Transfer Operations Supervisor	W4	Water Operations Supervisor

**GROUP: FIRE**

Effective: July 1, 2022 (Contract Negotiations in Progress)

		Step 1	Step 2	Step 3	Step 4	15 Years	25 Years
Deputy	F-6E				94,968	97,817	100,752
Captain	F-5E	80,043	82,496	85,149	87,797	90,431	93,144
Lieutenant	F-4E	73,433	75,684	78,119	80,693	83,114	85,608
FF/Elec/Mech/Insp	F-3E	69,752	71,818	74,366	76,814	79,118	81,492
Firefighter/EMT	F-1E	63,529	65,578	67,703	69,898	71,995	74,155

**GROUP: POLICE**

Effective: July 1, 2025

2.75% cost of living increase

Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 15	Step 25
Patrolman Officer	P-1	54,032	67,871	71,267	74,828	78,569	81,115	83,549	86,054
Sergeant	P-2	84,236	88,449	92,871	98,944	-	-	101,913	104,970

Title	Grade	Step 1	Step 15	Step 25
Detective / School Resources Officer	D-1	88,166	90,811	93,536
Detective Sergeant	D-2	107,525	110,751	114,074



**FULL TIME EQUIVALENTS (FTEs) - BY DEPARTMENT***Gray shading indicates change.*

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 23	FTEs	FY 24	FTEs	FY 25	FTEs	FY 26
<b>LAND USE</b>								
<u>Building &amp; Zoning</u>								
Building Commissioner	1.00		1.00		1.00		1.00	
Local Building Inspector	1.00		1.00		1.00		1.00	
Gas & Plumbing Inspector	0.52		0.52		0.52		0.52	
Wiring Inspector	0.51		0.51		0.51		0.51	
Land Use Coordinator	1.00		1.00		1.00		1.00	
Department Assistant	1.00		1.00		1.50		1.50	
Department Total		5.03		5.03		5.53		5.53
<u>Conservation</u>								
Conservation Administrator	1.00		1.00		1.00		1.00	
Land Manager	1.00		1.00		1.00		1.00	
Assistant Land Manager					0.50		0.50	
Department Assistant	1.00		1.00		1.00		1.00	
Department Total		3.00		3.00		3.50		3.50
<u>Planning</u>								
Planning Director	1.00		1.00		1.00		1.00	
Department Assistant	0.00		0.00		0.50		0.50	
Department Total		1.00		1.00		1.50		1.50
<b>FINANCE</b>								
<u>Assessing Office</u>								
Assessing Director	1.00		1.00		1.00		1.00	
Assistant Assessor	1.00		1.00		1.00		1.00	
Administrative Assessor	1.00		1.00		1.00		1.00	
Department Assistant	0.50		0.50		0.50		0.00	
Department Total		3.50		3.50		3.50		3.00
<u>Finance Office</u>								
Finance Director	1.00		1.00		1.00		1.00	
Accountant	1.00		1.00		1.00		1.00	
Payroll Administrator					1.00		1.00	
Finance Assistant	1.80		1.80		0.80		0.80	
Department Total		3.80		3.80		3.80		3.80
<u>Treasurer/Collector</u>								
Treasurer/Collector	1.00		1.00		1.00		1.00	

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 23	FTEs	FY 24	FTEs	FY 25	FTEs	FY 26
<u>Treasurer/Collector (cont'd)</u>								
Asst. Treasurer/Collector	1.00		1.00		1.00		1.00	
Department Assistant	1.23		1.23		1.23		1.23	
Department Total		3.23		3.23		3.23		3.23
<b>ADMINISTRATION</b>								
<u>Council on Aging</u>								
COA Director	1.00		1.00		1.00		1.00	
Outreach Coordinator	0.83		0.83		0.83		0.83	
Project Coordinator	0.86		0.86		0.86		0.86	
Department Assistant	1.00		1.00		1.00		1.00	
Comm. Coord.& Community Rel	0.40		0.40		0.40		0.40	
		4.09		4.09		4.09		4.09
<u>Information Technology</u>								
IT Director	1.00		1.00		1.00		1.00	
Business Systems Analyst	1.00		1.00		1.00		1.00	
Senior Systems Administrator	1.00		1.00		1.00		1.00	
Desktop Support Analyst	1.00		1.00		1.00		1.00	
Network Manager	1.00		1.00		1.00		1.00	
Zoom Meeting Coordinator	0.60		0.60		0.60		0.60	
		5.60		5.60		5.60		5.60
<u>Public Buildings</u>								
Public Buildings Director	1.00		1.00		1.00		1.00	
Project Manager Asst Director of Facilities	1.50		1.50		1.50		1.00	
Project Manager							0.50	
Facilities Business Manager	1.00		1.00		1.00		1.00	
Sustainability Manager Coordinator	1.00		1.00		1.00		1.00	
Police Custodian	0.54		0.54		0.54		0.54	
Town Building Custodians	2.00		2.00		3.00		3.00	
Library Custodian	1.00		1.00		1.00		1.00	
Department Total		8.04		8.04		9.04		8.54
<u>Public Health</u>								
Public Health Director	1.00		1.00		1.00		1.00	
Sanitarian/Health Agent	1.00		1.00		1.00		1.00	
Public Health Nurse	1.00		1.00		1.00		1.00	
Community Health Nurse	6.50		6.50		7.30		7.30	
School Nurse Leader/ Community Health Nurse	1.00		1.00		1.00		1.00	
Department Assistant	1.00		1.00		1.00		1.00	
Sr Clerk	0.43		0.43		0.43		0.43	
Department Total		11.93		11.93		12.73		12.73

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 23	FTEs	FY 24	FTEs	FY 25	FTEs	FY 26
<u>Recreation</u>								
Recreation Director	1.00		1.00		1.00		1.00	
Asst. Recreation Director	1.00		1.00		1.00		1.00	
Recreation Program Adm	0.00		0.00		0.00		0.00	
Recreation Program Coor	1.00		1.00		1.00		1.00	
Recreation Assistant	0.54		0.54		0.54		0.54	
Recreation Program Asst	0.00		0.00		0.00		0.00	
Department Total		3.54		3.54		3.54		3.54
<u>Select Board's Office</u>								
Town Manager	1.00		1.00		1.00		1.00	
Asst Town Manager/Procurement	1.00		1.00		1.00		1.00	
Financial & Management Analyst/Procurement	1.00		1.00		1.00		1.00	
HR Manager	1.00		1.00		1.00		1.00	
Exec Asst to Town Manager	1.00		1.00		1.00		1.00	
Benefits Manager	1.00		1.00		1.00		1.00	
Benefits Coordinator/HR Assistant	0.00		0.70		1.00		1.00	
Department Assistant	0.70		0.00		0.00		0.00	
Department Total		6.70		6.70		7.00		7.00
<u>Town Clerk</u>								
Town Clerk	1.00		1.00		1.00		1.00	
Asst Town Clerk	1.00		1.00		1.00		1.00	
Department Assistant	0.50		0.50		0.50		0.50	
Department Total		2.50		2.50		2.50		2.50
<u>Youth &amp; Family Services</u>								
Y & F Services Director	1.00		1.00		1.00		1.00	
Assistant Youth Director	1.00		1.00		1.00		1.00	
Substance Abuse Professional	0.00		0.00		0.00		0.00	
Clinician	1.00		1.00		1.00		1.00	
Outreach Coordinator	0.49		0.49		0.49		0.49	
Administrative Assistant	0.17		0.17		0.17		0.17	
Department Total		3.66		3.66		3.66		3.17
<b>DPW</b>								
<u>Administration</u>								
DPW Director	1.00		1.00		1.00		1.00	
BPW Business Manager	1.00		1.00		1.00		1.00	
Administrative Coordinator	1.00		1.00		1.00		1.00	
Department Assistant	1.34		1.34		1.34		1.34	

DPW	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 23	FTEs	FY 24	FTEs	FY 25	FTEs	FY 26
<u>Engineering Services</u>								
Town Engineer	1.00		1.00		1.00		1.00	
Surveyor	1.00		1.00		1.00		1.00	
Project Manager	0.33		0.33		0.33		0.33	
GIS Analyst	1.00		1.00		1.00		1.00	
<u>Highway/Parks</u>								
Highway/Parks/TS Superintendent	1.00		1.00		1.00		1.00	
DPW Operations Supervisor	1.00		1.00		1.00		1.00	
Foreperson	3.00		3.00		3.00		3.00	
DPW Special Heavy Equipment Operator					1.00		1.00	
DPW Heavy Equipment Operator	4.48		4.48		3.00		3.00	
Medium Equipment Operator	5.00		5.00		4.60		4.60	
<del>Sr Grounds Worker</del>	2.00		2.00		0.00		0.00	
Light Equipment Operator	2.00		2.00		3.00		3.00	
Maintenance Worker	5.00		5.00		5.00		5.00	
<u>Fleet</u>								
Fleet & Facilities Operations Supv	1.00		1.00		1.00		1.00	
Fleet Maintenance Mechanic	1.00		1.00		2.00		2.00	
Fleet Mechanic	1.60		1.60		1.00		1.00	
<u>Transfer Station</u>								
Transfer Station Operations Supervisor	1.00		1.00		1.00		1.00	
Transfer Special Heavy Equipment Operator					1.00		1.00	
Transfer Station Heavy Equipment Operator					0.48		0.48	
Transfer Operator	0.40		0.40		0.40		0.40	
<u>Water</u>								
Water Superintendent	1.00		1.00		1.00		1.00	
WTP Manager	0.00		0.00		0.00		0.00	
WT & C Manager Asst Water Superintendent	1.00		1.00		1.00		1.00	
Water Operation Supv	1.00		1.00		1.00		1.00	
Water Worker 3	1.00		1.00		1.00		1.00	
Water Worker 2	3.00		3.00		3.00		3.00	
Water Worker 1	1.00		1.00		1.00		1.00	
Department Total		44.15		44.15		44.15		44.15

		ACTUAL		ACTUAL		ACTUAL		PROPOSED	
		FTEs	FY 23	FTEs	FY 24	FTEs	FY 25	FTEs	FY 26
<b>WASTEWATER</b>									
	Account Specialist	0.70		0.70		0.70		0.70	
	WW Operations Manager	1.00		1.00		1.00		1.00	
			1.70		1.70		1.70		1.70
<b>LIBRARY</b>									
	Library Director	1.00		1.00		1.00		1.00	
	Assistant Library Director	1.00		1.00		1.00		1.00	
	Head of Circulation	1.00		1.00		1.00		1.00	
	Children's Librarian	1.00		1.00		1.00		1.00	
	Assistant Children's Librarian	1.00		1.00		1.00		1.00	
	Reference Librarian	2.49		2.49		2.49		2.49	
	Library Assistant	1.60		1.60		1.60		1.60	
	Library Associate	1.00		1.00		1.00		1.00	
	Library Administrative Asst Business Manager	1.00		1.00		1.00		1.00	
	Part-Time Weekend	2.60		2.60		2.60		2.60	
	Department Total		13.69		13.69		13.69		13.69
<b>PUBLIC SAFETY</b>									
	<u>Fire</u>								
	Fire Chief	1.00		1.00		1.00		1.00	
	Asst. Fire Chief	1.00		1.00		1.00		1.00	
	Deputy Chief	0.00		0.00		0.00		0.00	
	Captain	4.00		4.00		4.00		4.00	
	Lieutenant	4.00		4.00		4.00		4.00	
	Inspector/Paramedic	1.00		1.00		1.00		1.00	
	Electrician/Paramedic	0.00		0.00		0.00		0.00	
	Mechanic/EMT	0.00		0.00		0.00		0.00	
	Firefighter/EMT	4.00		4.00		4.00		4.00	
	Firefighter/Paramedic	15.00		15.00		15.00		15.00	
	Paramedic - Per Diem	0.00		0.00		0.00		0.00	
	Administrative Assistant	0.54		1.00		1.00		1.00	
	Department Total		30.54		31.00		31.00		31.00
	<u>Police</u>								
	Police Chief	1.00		1.00		1.00		1.00	
	Police Lieutenant	1.00		1.00		1.00		1.00	
	Administrative Sergeant	1.00		1.00		1.00		1.00	
	Detective Sergeant	1.00		1.00		1.00		1.00	
	Investigator	2.00		2.00		2.00		2.00	
	Sergeant	4.00		4.00		4.00		4.00	

	ACTUAL		ACTUAL		ACTUAL		PROPOSED	
	FTEs	FY 23	FTEs	FY 24	FTEs	FY 25	FTEs	FY 26
<u>Police (cont'd)</u>								
Community Services Officer	1.00		1.00		1.00		1.00	
Youth Officer	1.00		1.00		1.00		1.00	
Patrol Officer	12.00		12.00		12.00		12.00	
Administrative Assistant	1.00		1.00		1.00		1.00	
Traffic Supervisors	1.59		1.59		1.59		1.59	
Department Total		26.59		26.59		26.59		26.59
<u>JCC</u>								
JCC Dispatcher	7.00		7.00		7.00		7.00	
JCC Dispatch Coordinator	1.00		1.00		1.00		1.00	
		8.00		8.00		8.00		8.00
<b>TOTAL TOWN FTEs</b>		<b>190.29</b>		<b>190.75</b>		<b>193.05</b>		<b>192.86</b>

<b>Wayland Public Schools FTEs</b>	<b>FY22 ACTUAL FTEs</b>	<b>FY23 ACTUAL FTEs</b>	<b>FY24 ACTUAL FTEs</b>	<b>FY25 ACTUAL FTEs</b>	<b>FY26 PROPOSED FTEs</b>
Administration/Supervision	24.30	25.30	25.30	23.00	22.50
Licensed Staff - Teachers, Special Educators, Student Support	280.18	288.98	290.18	294.90	290.70
Clerical	22.19	22.19	22.19	20.57	20.57
Human Resources & Accounting	5.00	4.00	4.00	5.00	4.00
Assistants & Techs	95.29	91.99	91.99	101.05	100.55
Custodians	23.00	23.00	23.00	22.00	22.00
<b>TOTAL SCHOOL FTEs</b>	<b>449.96</b>	<b>455.46</b>	<b>456.66</b>	<b>466.52</b>	<b>460.32</b>

PROPOSED RESTAURANT PRE-ORDER PICK-UP  
WINDOW OVERLAY DISTRICT



## APPENDIX D: Article 24: Hear Reports

### Planning Board Reports for 2025 Annual Town Meeting

#### WARRANT ARTICLES

The Planning Board, per Massachusetts General Laws Chapter 40A, Section 5, is required to submit a report to Town Meeting with recommendations on all proposed Zoning Amendments. What follows are the Board's Reports concerning proposed Zoning Amendments that are the subject of Articles 19, 20 and 21 of the Warrant for the 2025 Annual Town Meeting.

### Warrant Article 19– Amend Zoning Bylaws – Accessory Dwelling Units

#### Background Information

In August 2024, Governor Maura Healey signed the Affordable Homes Act into law. The Act authorized significant state investment to counter rising housing costs caused by high demand and limited supply. The Act amends M.G.L. c. 40A, Sections 1A and 3 to require that communities allow Accessory Dwelling Units (ADUs) by-right. Communities have been encouraged to amend their Accessory Dwelling Unit Bylaws to bring them into compliance with the new law.

The intent of the proposed zoning article is to amend Chapter 198 of the Code of the Town of Wayland to allow ADUs by-right. After Sunday, February 2, 2025, local zoning provisions that are inconsistent with the law may be unenforceable. Without the amendments proposed in this Article, Wayland's bylaw will be inconsistent with state law and the Town could find itself without tools needed for regulation and control in this emerging marketplace.

On Tuesday, January 7 and Tuesday, February 18, 2025, as required by law, the Planning Board held duly noticed and advertised public hearings on proposed amendments to the Town's Accessory Dwelling Unit Zoning Bylaw.

According to the Affordable Homes Act, an ADU must, among other things:

- Be allowed by right in residential districts;
- Be no larger than half the gross floor area of the principal dwelling or 900 square feet, whichever is smaller;
- Maintain a separate entrance, either directly from the outside or through an entry hall or corridor shared with the principal dwelling sufficient to meet the requirements of the state building code for safe egress; and
- Meet municipal restrictions, including, but not limited to, additional size restrictions and restrictions or prohibitions on short-term rental.

#### Main Provisions of the Proposed Bylaw Amendments

##### Definitions and General Regulations

- A single ADU per lot is permitted by-right.
- The Planning Board may grant a special permit to allow more than one ADU in a detached structure.
- Proposed ADUs will be reviewed by the Building Department.
- The definition of ADU will match the state's definition. An ADU is defined as a self-contained housing unit with sleeping, cooking, and sanitary facilities, located on the same lot as a principal dwelling. It must have a separate entrance, either directly from the outside or through a shared entry that meets building code requirements for safe egress. The maximum size of an ADU is the smaller



of either half the gross floor area of the principal dwelling or 900 square feet, unless a special permit allows a larger size.

- ADUs cannot be rented for fewer than 31 consecutive days.
- One dedicated parking space (10 feet by 20 feet) is required for an ADU.
- The onsite wastewater treatment system must be approved by the Board of Health or, if applicable, approval for a connection to the Wastewater Management District Commission system is required.

#### Affordable Accessible Dwelling Units (AADUs)

- An AADU is an ADU that is deed-restricted for sale, lease, or rental to a qualified, income-eligible household.
- AADUs qualify for inclusion in the Chapter 40B Inventory of Subsidized Housing.
- AADUs are subject to deed restrictions to ensure affordability over time, which must be reviewed and approved by Town Counsel.
- AADUs must pass initial and annual HUD Housing Quality Standards inspections.
- The Planning Board may grant a special permit for an ADU that is larger than that which is allowed by right.

#### Special Permits

- The Planning Board may grant a special permit for:
  - A larger ADU (in gross floor area) or
  - More than one ADU on a lot.

#### **Procedural Note**

State law dictates the quantum of the vote required for different types of zoning provisions, so the article has been split into two motions:

- One for matters that require a simple majority vote of Town Meeting (i.e., the basic requirements of the Affordable Homes Act), and
- One for matters that require a 2/3 vote of Town Meeting (i.e., optional components associated with AADUs).

#### **Public Comments**

In addition to suggested clarifying word changes, the Wayland Housing Partnership recommended removing reference to perpetual deed restrictions for AADUs and removing a requirement that, in order to receive permission for an additional ADU on a lot, the additional ADU would have to qualify as an AADU.

#### **Planning Board Comments**

The proposed amendments will preclude conflicts between the existing ADU bylaw and the new state law. The proposed amendments will facilitate the construction of ADUs. To optimize the chances of passage of the required amendments that need a simple majority vote at Town Meeting, the Planning Board opted to address in a separate motion the proposed amendments associated with AADUs (i.e., the proposed amendments that require 2/3 vote of Town Meeting). The Planning Board would like to incentivize the construction of AADUs through future bylaw changes, but because of the tight timeframe imposed by the recent state mandate, the Planning Board was not able to fully revise the AADU language in time for Spring 2025 Annual Town Meeting.

#### **Conclusion**

Our job as your elected Planning Board is to put the Town in a position to comply with the requirements of the law while employing reasonable planning principles. We hope that you will join members of the Board in voting to approve both motions associated with the proposed Accessory Dwelling Unit bylaw.

**Planning Board Recommendation**

The Planning Board **recommends approval of the two motions** amending the Accessory Dwelling Unit Bylaw with a vote of “Yes” on these two motions. (Vote of the Board: Unanimous 5-0)

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**Warrant Article 20 – Housekeeping Article****Background Information**

There are two areas of “administrative housekeeping” that are addressed in this article:

- Updating the references to the new FEMA floodplain maps; and
- Adding to the bylaw spatial descriptions and tabular entries that were inadvertently omitted when overlay districts were approved at past Town Meetings.

On Tuesday, January 7 and February 18, 2025, as required by law, the Planning Board held duly noticed and advertised Public Hearings on these proposed “housekeeping” amendments to the Town’s Zoning Bylaw.

**Summary of the Key Proposed Changes**Federal Flood Protection District

To remain compliant with the National Flood Insurance Program, Wayland’s floodplain bylaw must reference the most current Middlesex County Charles River Watershed Flood Insurance Rate Map panels for the town. The new map panel references, all to be dated July 8, 2025, are:

- 25017C0389G
- 25017C0527G
- 25017C0528G
- 25017C0529G
- 25017C0536G

The rest of Section §198-302.1.2. is left unchanged.

Descriptions of Overlay Districts

Specific spatial reference descriptions of the following overlay districts were inadvertently omitted when the overlay districts were established by Town Meeting, so are being added now.

- §198-302.1.7. (Municipal Services Overlay District)
- §198-302.1.8. (River’s Edge Housing Overlay District (REHOD))
- §198-302.1.12. (Medical Marijuana District)

198 Attachment 1 Town of Wayland Table of Dimensional Requirements

References to the following overlay districts were inadvertently omitted from the Table of Dimensional Requirements when the overlay districts were established by Town Meeting, so are being added now:

- "River's Edge Housing Overlay District"
- "Medical Marijuana District"

198 Attachment 3 Town of Wayland Table of Permitted Principal Uses by District

References to the following overlay districts were inadvertently omitted from the Table of Permitted Principal Uses by District when the overlay districts were established by Town Meeting, so are being added now:

- "River's Edge Housing Overlay District"
- "Multi-Family Housing Overlay District"

**Public Comments**

None

**Planning Board Comments**

The Planning Board noted the need for the town to address the comments provided by the Massachusetts Department of Conservation and Recreation (DCR) Floodplain Management Program representative regarding full compliance with the National Flood Insurance Program (NFIP) Program.

**Planning Board Recommendation**

The Planning Board **recommends approval** of these proposed zoning bylaw amendments with a vote of "Yes" on this Article. (Vote of the Board: Unanimous 5-0)

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**Warrant Article 21 – Restaurant Pre-Order Pick-Up Window Overlay District****Background Information**

The purpose of this article is to encourage and support fast casual restaurants and coffee shops by allowing pre-order pick-up windows for these restaurants if they satisfy the special permit criteria of this proposed Article 28 of the Zoning Bylaw and are located in the Restaurant Pre-Order Pick-Up Window Overlay District.

On Tuesday, February 18, 2025, as required by law, the Planning Board held a duly noticed and advertised Public Hearing on proposed amendments to the Town's Zoning Bylaw that would create a Restaurant Pre-Order Pick-Up Window Overlay District.

**Summary of the Proposed Bylaw**

- Defines an overlay district along Route 20 that includes all or part of 13 parcels
- Provides new definitions of:
  - Drive-through Restaurant
  - Fast Casual Restaurant
  - Restaurant Pre-Order Pick-Up Window
  - Coffee Shop
- Provides dimensional requirements and performance standards:
  - A ZBA Special Permit would be required
  - Restaurant Pre-Order Pick-Up Windows must be 300 feet from one another
  - The restaurant dining area must be open at the same time the window is open
  - The window can't protrude from the building more than 5 feet
  - There may be only one, one-way, one lane drive aisle
  - Only limited signage is allowed

- Landscaping must screen the window
- Exterior and interior design standards are dictated

**Public Comments**

It was noted that descriptive “layman’s” terminology should be replaced with carefully and consistently defined terms to avoid confusion or potential litigation.

**Planning Board Comments**

Individual Board members offered the following comments:

- The need for parcel descriptions and a recordable plan;
- The need to ensure unambiguous, consistent terminology;
- The need to ensure consistency with provisions in the existing Zoning Bylaws;
- The need to focus on enforceable zoning matters and avoid imposing subjective interior design standards;
- The need to distinguish between standards intended for the Pre-Order Pick-Up Window only, and for those intended for the Restaurant, and for the whole lot;
- The need to clarify the process of application, review, and approval;
- The need to have the Fire Department determine the minimum width of the drive aisle to allow for emergency access;
- The concern that fast food restaurants could claim to qualify under the proposed definitions;
- The concern about traffic queuing onto Route 20;
- The interest in having the concept considered as part of the overall Route 20 Master Plan and avoid piece meal zoning of parcels.
- The proposal is not sufficiently thought through to achieve compliance with the desired goal.

The proponents heard the comments and concerns and stated their intent to address them.

**Planning Board Recommendation**

The majority of the Planning Board **recommends against approval** of the proposed zoning bylaw amendment for this Restaurant Pre-Order Pick-Up Window Overlay District with a vote of 2 in favor, 3 against.

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## BOARD OF ASSESSORS

At the Annual Town Election held Monday, May 7, 2024, Douglass McNeilly was elected to serve one three-year term. The Board reorganized with Zachariah Ventress to remain as Chair, Philip Parks to remain as Vice Chair, and Massimo Taurisano as the new Secretary. The Assessor’s Office was fully staffed with Tamara Keith as the Assistant Assessor and the addition of Stephen Foley as Administrative Assessor. Fiscal Year (FY) 2024 was a “Certification” year with the Massachusetts Department of Revenue (DOR) Division of Local Services (DLS). According to Massachusetts General Laws, assessments must undergo a revaluation program (Certification) every five years; audited and certified by the DLS.

The Board of Assessors is responsible for administering Massachusetts property tax laws fairly and equitably and for producing accurate and fair assessments for all taxable real property (real estate and personal property).

As required by the code of Wayland, Section 19-8, the Board of Assessors respectfully submits the

following:

A. Annual Report

- (1.) Calendar year 2022 sales were used in the determination of the FY 2024 assessed values.  
These values were posted to the Assessors’ web page and provided at Annual Town Meeting.
- (2. a, b, c) Report of Abatement history for the previous six years:

FISCAL YEAR	# RECD (a)	# GRANTED (b)	AVG ABMT (c)
2019*	42	18	\$1,325.71
Supplemental	0	0	\$0.00
2020	21	14	\$2,757.49
Supplemental	0	0	\$0.00
2021	31	23	\$4,086.87
Supplemental	0	0	\$0.00
2022	36	3	\$1,291.23
Supplemental	1	1	\$2,603.87
2023	55	27	\$1,590.47
Supplemental	3	3	\$6,630.57
2024	59	31	\$4,953.63
Supplemental	0	0	\$0.00

*\*DOR Division of Local Services certification year (FY 2024); Next certification year is FY 2029.*

- (2. d) Appellate Tax Board (ATB) filings for the last six years:

Fiscal Year	ATB Filings	Fiscal Year	ATB Filings
2019	6	2022	7
2020	2	2023	0
2021	1	2024	4

- (2. e) Assessed value changes granted by the ATB:

FISCAL YEAR	NO.	STREET	CHANGE IN ASSESSMENT	FISCAL YEAR	NO.	STREET	CHANGE IN ASSESSMENT
2019	42 240 61	SHAW DR W PLAIN ST WALTHAM RD	\$23,300.00 \$20,200.00 \$27,700.00	2022	33 3	HIGHLAND CIR GLEN OAK DR	\$115,700 \$261,600
2020	N/A			2023	N/A		
2021	N/A			2024	TB D		

**(3). Inspections conducted during Fiscal Year 2024****Total Property Visits: 631\*****Sales:**

Interior & Exterior	11
Exterior Only	1
Info at Door	0
Interior Only	0
In Office Review	5
Drive By	1
Refused	0
<b>TOTAL</b>	<b>18</b>

**Building Permits:**

Interior & Exterior	90
Exterior only	267
Info at Door	2
Interior Only	1
In Office Review	4
Drive By	96
Refused	2
<b>TOTAL</b>	<b>487</b>

**Quality Control:**

Interior & Exterior	4
Exterior only	8
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	0
Refused	1
<b>TOTAL</b>	<b>15</b>

**Cyclical:**

Interior & Exterior	38
Exterior Only	17
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	1
Refused	1
<b>TOTAL</b>	<b>68</b>

**Abatement:**

Interior & Exterior	41
Exterior Only	1
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	0
Refused	0
<b>TOTAL</b>	<b>42</b>

**Informal Hearings:**

Interior & Exterior	0
Exterior Only	0
Info at Door	0
Interior Only	0
In Office Review	0
Drive By	0
Refused	0
<b>TOTAL</b>	<b>0</b>

**Field Review:**

<b>TOTAL</b>	<b>1</b>
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\* Please note some data verification visits addressed more than one requirement in a single visit, such as a property requiring an abatement visit may also have needed a sale visit; one visit would have met both obligations.

Respectfully submitted,

Zachariah Ventress, Chair  
Philip Parks, Vice Chair  
Massimo Taurisano, Secretary  
Steven Klitgord, Member  
Douglass McNeilly, Member

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**REPORT OF THE COMMUNITY PRESERVATION COMMITTEE – 2025 ATM**

Wayland adopted the Community Preservation Act (CPA) at the 2001 Annual Town Meeting. The CPA requires that the projects meet certain requirements and that they pertain to open space, historic resources, community housing, and/or certain recreational purposes. The Community Preservation Committee evaluates proposed projects for eligibility and importance to the Town, then makes recommendations to Town Meeting.

**CPA Revenue** – Since the adoption of the CPA in 2001 through June 2024, Wayland has received \$16,241,311 from the residential property tax surcharge, \$6,662,792 in State Trust Fund distributions, and \$838,305 in interest for total revenue of \$23,742,408. The unspent funds constitute the Community Preservation Fund (CPF), held and administered by the Town's Treasurer and Finance Director.

**COMMUNITY PRESERVATION FUND – AVAILABLE FUNDING BEFORE AND AFTER 2025**

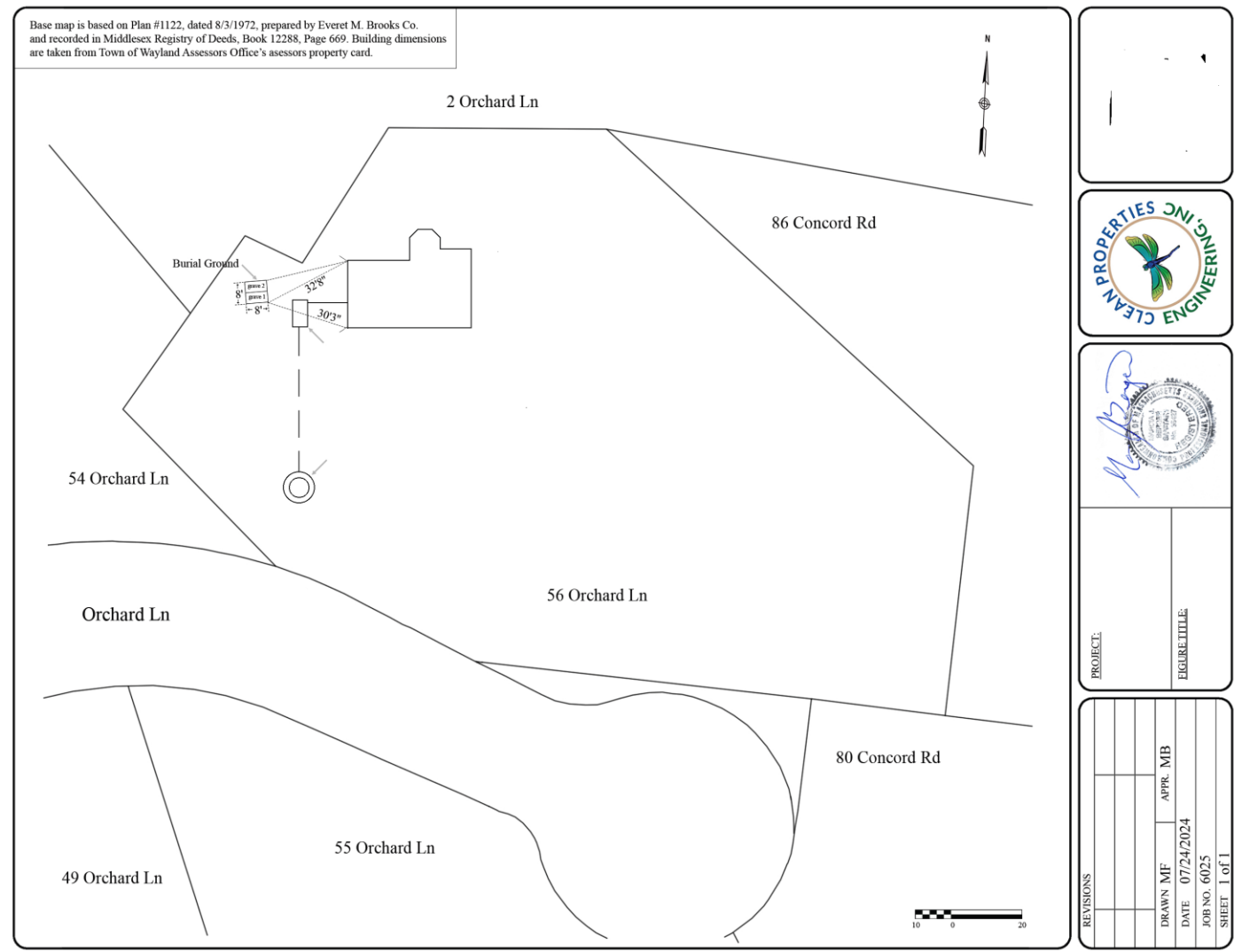
**ATM**

<b>CPA FUNDS BALANCES &amp; ALLOCATIONS</b>	<b>HISTORIC RESOURCES</b>	<b>COMMUNITY HOUSING</b>	<b>OPEN SPACE</b>	<b>ADMIN</b>	<b>UNCOMMITTED FUND</b>
<b>As of 6/30/2024</b>	\$ 6,321	\$ 20	\$235,670	\$ 86,707	\$496,760
<b>FY25 Estimated Revenue</b>					+ \$ 1,402,223
<b>Set Asides 2025</b>	+\$140,222 (10%)	+\$140,222 (10%)	+\$140,222 (10%)	\$0	-\$ 420,666 -\$ 373,731 (Mainstone Debt)
<b>Transfer to WMAHTF</b>		-\$140,222			
<b>Historic Resources Projects</b>	-\$218,903				
<b>Open Space Project</b>			-\$38,013		-\$15,000 (HP monitoring)
<b>Recreation Projects</b>					-\$433,200
<b>Rescind Prior Appropriation</b>	+\$125,000				
<b>TOTALS Expected 6/30/25</b>	\$52,640	\$20	\$337,879	\$86,707	\$656,386

By end of FY25 (June 30, 2025), approximately \$1,402,223 derived from the local surcharge (\$1,197,979) and State Trust Fund (\$204,244) will be deposited into the Uncommitted Fund. (Much of the anticipated funds have been deposited as of January 2025). Also, more interest will have accrued. The three 10% distributions for FY25 (i.e., (local surcharge + State Trust Fund distribution) \*.10) will have been subtracted from the Uncommitted Balance and deposited into each purpose account by the ATM set-aside article. Thus, if all projects are funded as proposed, the Uncommitted Balance on July 1, 2025 should be about \$656,386

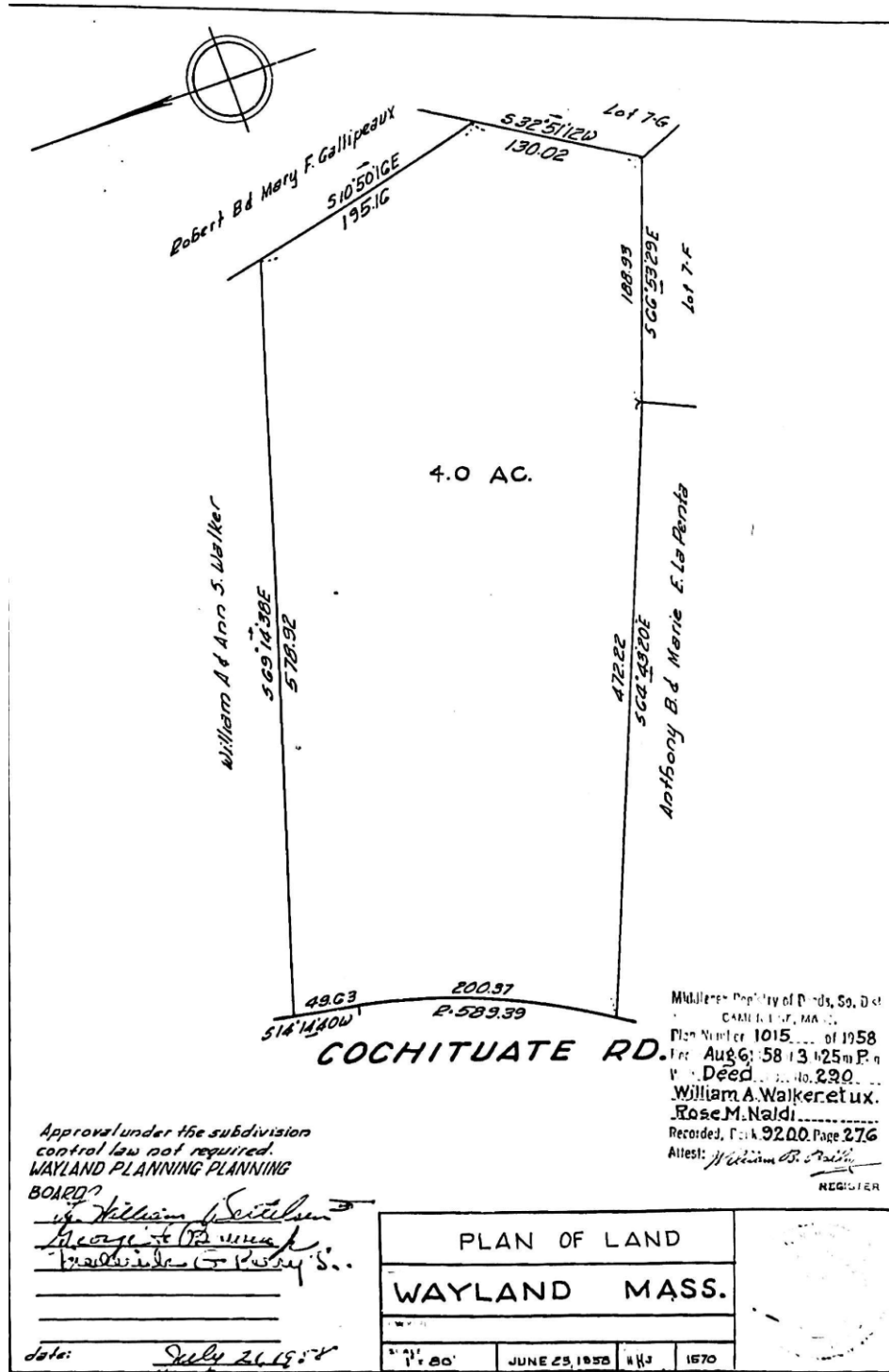
A list of all CPA funded projects is on the Town's CPA webpage: <https://www.wayland.ma.us/community-preservation-committee>.

APPENDIX E: Article 26: Green Burial – 56 Orchard Lane





# APPENDIX F: Article 30: Transfer of 212 Cochituate Road



**NOTES**



You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the Public Library in Wayland Center, at the Cochituate Fire Station or the Cochituate Post Office, and at the Happy Hollow School, and by mailing or delivering a copy thereof addressed to each residence in the Town fourteen (14) days, at least, before the time appointed for the Annual Town Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before March 24th, 2025.

Given under our hands and seals this 24th day of March, 2025.

William D. Whitney, Chair  
Carol B. Martin, Vice Chair  
Thomas J. Fay  
Doug Levine  
Anne Brensely  
**Select Board of the Town of Wayland**

Michael Hoyle, Chair  
Brian O’Herlihy, Vice Chair  
Carl Barnes  
Iris Hoxha  
Philip Giudice  
April Methot  
Pamela Roman  
**Finance Committee of the Town of Wayland**



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